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ABSTRACT

Two hundred and thirty-nine continuing education courses and programs for library, information, and media personnel interested in maintaining competence and skills are listed in this second edition directory for 1977. Courses and programs of 53 institutions and organizations in 28 states, the District of Columbia, and one Canadian Province are arranged in columnar form under 72 subject categories. Arrangement within each category is alphabetical by state and city. A geographical index of institutions and organizations, also alphabetical by state and city, is provided, as well as guidelines for planning continuing education opportunities. The system is available on-line through the Continuing Library Education Network and Exchange (CLENE). (KP)

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DIRECTORY OF CONTINUING EDUCATION OPPORTUNITIES FOR LIBRARY/INFORMATION/MEDIA PERSONNEL

1977

Second Edition

CLENE
CONTINUING LIBRARY
EDUCATION NETWORK
AND EXCHANGE
620 Michigan Avenue, N.E.
Washington, D.C. 20064
(202) 635 - 5085

Prepared by the CLENE Office Staff:
Elizabeth W. Stone, Executive Director
Mary Baxter, Assistant Director
Elise Mehmel, Secretary/Research Assistant

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DIRECTORY OF CONTINUING EDUCATION OPPORTUNITIES FOR LIBRARY/INFORMATION/MEDIA PERSONNEL

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FOREWARD

FOREWARD

DIRECTORY OF CONTINUING EDUCATION OPPORTUNITIES IDENTIFIED AS TOP PRIORITY NEED

During the initial hearings of the National Commission on Libraries and Information Science (NCLIS) in 1972, a loud, clear message came from the library and information science community: continuing education is a prime national need.

Recognizing continuing education as a major national need, the National Commission funded a study on library and information science continuing education. In 1974 the Commission released the formal,final report of the project which proposed a nationwide continuing education service and resource facility called the Continuing Library Education Network and Exchange (CLENE).[1] The report was accepted by NCLIS as a feasible plan in 1974. Following three implementation conferences sponsored by NCLIS and with the financial aid provided by a USOE Library Training Program planning grant, and the support of fifteen state library agencies, CLENE was officially launched in July 1975.

CLENE's first order of business was directed toward meeting the top need in the field of library/media/information science. The top priority need identified in the NCLIS study of continuing education was a national directory of opportunities in continuing education for library/information/media personnel. Accordingly, in January of 1976 the first edition of the Directory was issued entitled: Continuing Education Courses and Programs for Library, Information and Media. Not only was the data issued in hard copy format, but the entries were placed on-line which allows immediate entry of material as soon as it is received in the CLENE office and immediate retrieval of the information. Details of the system and its potential uses are identified in the Introduction which follows. This need is continuing to be met with this second edition of the Directory and the continuation of the on-line system of data retrieval for those who query the system through the CLENE office. We urge presenters of opportunities to send us details of their programs on the form included in the APPENDIX.

Throughout the profession there is an expressed hope that there may be some type of quality control in the continuing education opportunities that are presented. One way that CLENE has attempted to help in meeting this need is to ask the presenters of continuing education opportunities to answer a number of questions about their offerings which will indicate to the potential participant whether the opportunity will meet his or her needs. Thus, the level of the program, the methods of instruction, the learning objectives for the participants, the leaders of programs, the type of personnel for which the program is designed and other details, important to participants, are presented in the directory. Program planners need this same type of information.

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[1] Stone, Elizabeth W., Patrick, Ruth J., and Conroy, Barbara, Continuing Library and Information Science Education: Final Report to the National Commission on Libraries and Information Science (Washington,DC:GPO,1974).

In addition to this type of specific information about continuing education opportunities, requests have come to CLENE to identify guidelines for planners of programs that would lead to quality programming.[1] In a real sense CLENE has been providing guidelines for continuing education programs through the development of a series of Concept Papers which are referred to in the text that follows. This is a first attempt by CLENE to present some of the essentials for quality programs in continuing library/media/information science education and should be labelled - in large letters - DRAFT. Therefore suggestions for change and modification of this statement are very welcome and encouraged.

SOME GUIDELINES FOR PLANNING CONTINUING EDUCATION OPPORTUNITIES

DEFINITION

Continuing library/media/information science education consists of those learning activities utilized by individuals, following their preparatory education and work experiences, which are designed primarily to keep them abreast of new knowledge and developments within their field, update their basic education, refresh them in various aspects of their basic education, and enhance their job competence. Such activities do not lead to academic degrees or formal advanced standing in the profession.

Continuing education programs may be on a full-time or part-time basis, but are usually of relatively short duration, i.e. days to months. The organization may be formal or informal. They are conducted in a great variety of forms using many methods and techniques, including nontraditional forms of learning such as home study programs and transportable learning laboratories. They are sponsored by a diverse group of schools, institutions, organizations, and associations. Continuing education programs may also include opportunity for diversification to a new area within the field of library/media/information science.

All library/information/media personnel -- professional and supportive -- should have equal opportunity to continue their education in order that all may be lifelong learners. Local inadequacies in continuing education for library/information/media personnel should be minimized or eliminated by new educational patterns and technology. Opportunity for continuing education should be available at a time, place, and pace convenient to each practitioner.

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[1] Requests for a guide that would assist those interested in the development of continuing education opportunities for library/information/media personnel have come in the form of letters to CLENE, in statements made by discussion groups involved in CLENE's current project on the development of a compatible recognition system to suggest to the profession, and in conversations with leaders in the field responsible for planning continuing education opportunities. The author acknowledges the help derived from similar statements in other professions, particularly: Essentials of Approved Programs in Continuing Medical Education (Chicago: Council on Medical Education, American Medical Association, 1970); and Frederick Burgwardt and Joseph M. Biedenbach, CES Directors Handbook (Washington: American Society for Engineering Education, 1975).

GOALS AND OBJECTIVES

The focus in continuing library/media/information science education should be on service to the residents of the nation, through library/media/information personnel. Goals, therefore, are: 1) improved library and information service to all residents of the country; and 2) maintenance of the lifelong competence of practitioners.

These goals can be achieved -- insofar as the practitioner-client and practitioner-community relationship can contribute to them -- by making it possible for all library/information/media personnel to use the latest knowledge and skills that continuously become available; by increasing the "information competence" of individual residents of the country to cope efficiently with problems in today's society; and by improving their opportunities for continuing personal, vocational, and career development.

Adequate career development and growth comes through participation of each practitioner in suitable programs of continuing education in addition to his/her own experience and reading. Continuing education programs should favorably augment and modify an adequate initial education. These programs should make possible the acquisition of such new skills and knowledge as the practitioner requires to maintain competence in his or her job.

The effectiveness, and the opportunity to measure the effectiveness, of any specific educational program is enhanced if, in the earliest stages of its planning, a statement of specific objectives is formulated in areas such as: 1) changes in the attitude and approach of the learner to the solution of library/information/media problems; 2) correction of outdated knowledge; 3) explanation and interpretation of new knowledge in specific areas; 4) the introduction to and/or mastery of specific skills and techniques; 5) change in the habits of the learner.

The objectives of a single short course or brief program will probably not include statements in all these categories. Statements of objecttives should be measurable and action oriented (start with verbs) and as specific as possible for a number of reasons: 1) enable the full resources available to be employed best for their achievement; 2) provide the potential participant with some basis of information to judge whether or not the opportunity meets his or her criteria for enrollment; 3) enable meaningful evaluation of the program. (Did the program meet the stated objectives?) Without such specific objectives as a primary guide throughout the planning and execution of each continuing education program, it is unlikely that any program will be fully effective and economical of participant time.

BASIC CONCEPTS

1. The administration of continuing education programs should be by responsible people who are dedicated to the highest interests of the profession, as suggested above. There should be careful advance planning worked out with all those to be involved in the program which results in a written document. But regardless of the best laid plans the administration needs to be prepared to meet unexpected crises and events beyond control. This, according to Joseph F. Shubert,[1] Ohio State Librarian, calls for flexibility without getting lost in details and this is possible if the priorities that have been established for the program are kept clearly in mind at all times.

The director of continuing education programs has responsibility for a variety of functions, including:

a) Determine specific needs of practitioners in the region where the program is being offered. This can be done by questionnaires, but Dean E. Griffith,[2] Director of Continuing Education Programs at the University of Texas at Austin, asserts that no questionnaire or other means of surveying the continuing education needs in a given community will substitute for direct first hand knowledge of the needs in a given community as expressed by practitioners. It is primarily in cases where the person or persons charged with the determination of needs cannot go out and directly interview top administrators, middle managers, department heads, practitioners at every level, training coordinators and trustees that other techniques should be used.

b) Prepare specific written objectives that are measurable with all those to be involved in the program.

c) Identify all the types of resources -- human, material, financial -- that can be helpful in the program. In your presentations about the program, make it easy for people to help you. Coordinate all resources for their most effective use.

d) Choose well qualified leaders who understand the principles of how adults learn and then stimulate them to plan well in advance, keeping in mind the specific objectives that have been determined. Try to find qualified leaders who have had some exposure to and experience in the concepts and methods of group dynamics.

e) Make sure that the facilities needed will be available at the proper place and time.

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[1] This directive and the majority of others appearing on this page have been adapted from a paper presented on November 12, 1976, to participants of the CLENE Institute for State Library Agency Personnel Responsible for Continuing Education, funded by USOE from Title II B Higher Education Act funds. Joseph F. Shubert, "What's It Like in the Real World?" Paper present on November 12, 1976, Springfield, Illinois. (Mimeographed -- available from CLENE office.)

[2] Dean E. Griffith, "Methods for Determining the Real CES Needs in a Community," in Burgwardt, op. cit., p. 67

f) Supervise the enrollment records to ensure that they are accurate and that they are recorded according to agreed-upon procedures.

g) Design -- early in the planning -- a dissemination plan for information about the program.

h) Develop an effective method of evaluation to be used as part of each program.

i) Keep a constant eye on the ultimate objective: making library/media/ information service possible for people.

2) The Budget should be adequate to the educational program undertaken and to its continuing improvement. It is important to make up a budget as part of the planning process so that a realistic registration fee can be established. Such a budget should include among other items: clerical and secretarial services, promotion brochures and advertisements, coordination and supervisory services, supplies, printed handouts, promotional letters, entertainment, record keeping, travel and per diem as necessary, meeting room rental, photographs, audio-visual hardware and software.

Sole dependance upon tuition fees tends to restrict the quality of continuing education programs, but additional outside support is frequently not available. It should, however, be sought.

3) The Faculty for continuing education opportunities should consist of library/media/information science educators and practitioners, and leaders with special expertise from other disciplines of proven ability, training and dedication to the development of carefully planned educational programs in the best current interests of the participants. Knowing the background, education, and teaching experience of faculty members can be of great help in making the right selection for a specific area. In order to meet this need to some degree CLENE has published a Directory[1] of those active in continuing library/media/information science education which gives this type of information about those listed.

The faculty should be adequate in number of leaders for each program to permit the use of participative methods of learning. Faculty chosen should have the ability to explain the "know-why" as well as the "know-how" of the concepts, knowledge, and skills presented. Faculty should also have knowledge and exposure to the concepts and methods of group dynamics.

4) The Courses and Programs should be planned well in advance of delivery, including learning objectives that are specific and measurable. Careful planning of courses and program offerings includes careful scheduling of topics to be covered, activities, assignments to be made, pre-course preparation expected of participant, and selection

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[1] CLENE Membership Directory (Washington, D.C.: CLENE, 1976). Available from CLENE office.

of appropriate methods of teaching at a minimun. In CLENE Concept Paper #2 Joe Washtien[1] presents an excellent guide to the planning and and teaching of continuing education courses.

Planning for courses and other continuing education opportunities also means that the content of these activities should be based on the demonstrated needs and wishes of practitioners of the region as well as on current trends and advances in the field. Technological and other advances in the field are developing so rapidly that no course or program should be repeated annually without restudy.

Planners of continuing education opportunities for library/media/information science should study carefully the listings and the analyses presented in this directory in order to ascertain where there are overlapping programs and where gaps exist, both in content and in geographical location. Ideally there should be available continually sequential offerings, comprehensive in scope at different levels (i.e. beginning, intermediate, advanced) for all priority content areas as identified through needs assessment processes. Every offering should have built-in means of evaluation, both for the practitioner-learner and for the educator.

5. Facilities should be available that encourage participative methods of learning. Facilities should include among other items: library facilities, conference rooms, classrooms, audiovisual equipment, and all things adequate for a particular program. When a program developer offers activities in another locale, certain specifications as to room requirements (size, wall space and type of covering, carpeting, number and shape of tables, number of chairs, audiovisual equipment, blackboards) and materials (newsprint, masking tape, etc.) should be clearly agreed to by the host group.

6. Learning Methods One of the major problems in continuing education is lack of concern for the methods of education used. Malcolm S. Knowles,[2] nationally recognized adult educator, now with the Department of Adult and Continuing Education of North Carolina State University, describes the process of adult education as Androgogy. The importance of knowing the term is not stressed, but the principles he evokes are very pertinent to the process of designing continuing education programs. Knowles points out that pedagogy comes from the Greek root "pedä" meaning 'boy or youth'. Teaching youths who have no experience is a different science than teaching adults, Knowles maintains. He therefore coined the word Androgogy. The suffix, "Andra" comes from the Greek, and means Man.

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[1] Joe Washtien, Guide to Planning and Teaching CE Courses: CLENE Concept Paper #2 (Washington, D.C.: CLENE, 1975).

[2] Malcolm Knowles, The Modern Practice of Adult Education: Andragogy Versus Pedagogy (New York: Association Press, 1970).

At the first CLENE Assembly in January 1976, Dr. Knowles stated:

> ...We now know enough about the natural processes of adult learning to be able to say with conviction that adult learning is indeed a process of self-directed learning. Adults do not learn well from being taught. The can learn from being taught, but they don't learn well from being taught. And certainly they don't learn new behaviors very much from being taught. So we're talking about a different orientation to education, a different way of perceiving education from that which has dominated our tradition. We no longer can talk about teaching people, particularly adults...We have to talk about helping them learn...So, when we're talking about continuing professional development, I'm assuming that we're talking about continuing professional self-development. And that the institutional responsibility for continuing professional education is to provide the resources for self-development by self-directed learners and to provide procedural help, consultation services, to adults.[1]

In spite of the bountiful literature that shows from research and thousands upon thousands of evaluation forms filled out by participants that they prefer to learn by participative methods and not the traditional lecture method, it is interesting to note that the two highest ranking methods reported in the 1976 and 1977 CLENE directories are the discussion and lecture method--far above others.

Of concrete help for those in any way involved in continuing education programs is CLENE Concept Paper #4, Teaching Adults to Learn, by Alan Knox,[2] nationally known authority on continuing education and Director of Continuing Education at the University of Illinois.

7. Learning Materials are another important consideration in planning and implementing continuing education programs. CLENE Concept Paper #1,[3] Developing Continuing Education Learning Materials, by Blanch Woolls and Brooke Sheldon is a valuable resource in this area. The authors have selected six items which are considered top priority factors for the preparation of continuing education materials.

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[1] ___________, "Model for Assessing Continuing Education Needs for a Profession," in Proceedings of the First CLENE Assembly, January 23-24, 1975, Palmer House, Chicago (Washington, D.C.: CLENE, 1976).

[2] Alan Knox, Helping Adults to Learn, CLENE Concept Paper #4 (Washington, D.C.: CLENE, 1976).

[3] Blanche Woolls and Brooke Sheldon, Developing Continuing Education Learning Materials, CLENE Concept Paper #1 (Washington, D.C.: CLENE, 1977).

These are:

a) Specific audience to be determined
b) Define training needs
c) Search for available materials
d) Determine learning method and format of program
e) Choose method of production and plan of production
f) Determine if materials produced could be used with alternative audiences.

8. Motivation In one of the first studies[1] dealing with the motivation of librarians to engage in continuing education, the author found that generally the reasons a librarian engages in continuing education activities are different from, and not merely opposite to the reasons which keep him or her from participating. The primary reasons that motivated them were factors related to the actual job. These were factors which tend to give the librarian a feeling of growth and job competence. In the same study it was found that the deterring forces were primarily associated with external conditions such as lack of time, inconvenience of location, requirements, costs, low accessibility. The point that is important for the continuing education planner is that even though all these external factors are splendidly provided for, they alone will not motivate librarians to a high level of participation. Thus, the importance of needs assessment in the process of planning for continuing education activities.

In the landmark work by Bernard V. Dryer on Lifetime Learning for Physicians[2] the author asserts that any continuing professional education programming will run the expensive risk of becoming "bureaucratic clockwork" unless it meets highly personalized criteria of practitioners. These are: personal satisfaction (any offering will have to make sense to the individual on his own terms); freedom of choice (provision for diversity of offerings from which to choose); continuity (always available); convenience (at a place and pace chosen by practitioner using new learning methods and modern technology); accessibility (no one should be penalized because of distance from organized center of learning).

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[1] Elizabeth W. Stone, Factors Related to the Professional Development of Librarians (Metuchen, N.J.: Scarecrow Press, 1969).

[2] Bernard V. Dryer, "Lifetime Learning for Physicians--Principles, Practices, Proposals: Summary of the Report of the Joint Study Committee in Continuing Medical Education," Journal of the American Medical Association, 37 (June, 1962) p.134.

Although Dryer wrote his classic work in 1962, the ideas he presents about making continuing education meet the personalized criteria of practitioners are far from being realized.

In an article on motivation relative to continuing education, Donald B. Miller[1] concludes: "Motivation for continuing study and learning is complex. It is desirable for the designer of courses and programs to have a concept of the rationale the potential student might have for taking the course. Marketing must be geared to present the individual with a picture of how the course will assist in meeting personal goals. Design of the course can be built on priciples which will provide additional motivations for the enrollee."

9. Methods of Evaluation of the effectiveness of continuing education programs should be developed as a part of each program. But without an initial statement of specific learning objectives for the participants for each program it is difficult, if not impossible, to ascertain whether the objectives have been fulfilled. Such objectives include the following categories: 1) changes in the attitude and approach of the learner to the solution of problems; 2) correction of outdated knowledge in specific areas; 3) the introduction to and/or mastery of specific skills and techniques; and 4) improvement in the habits of the learner.

Among the considerations to be dealt with in evaluation, there must always be concern for the determination of the library/information/ media needs of the community and for determination of the learning needs of library/information/media personnel. The reason the least sophisticated and often the least professional of evaluation forms, such as popularity "polls", are probably used is that we have not thought through our evaluation problems sufficiently. If we are to achieve efficient, effective, economical use of evaluation as an important tool for improving continuing education, we must begin to raise our professional competence in this area.

Experiments directed toward better ways of accomplishing evaluation skills should be encouraged. It is hoped that sponsors as well as participants engaged in programs will become more interested in such evaluation efforts as pre- and post-program tests, and will cooperate in the development of tools that will be of universal value. One such experiment is now being carried out by CLENE[2] as part of the Institute to Train State Library Agency Personnel Responsible for Continuing

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[1] Donald B. Miller, "Designing Continuing Education to Motivate the Learner," in: Burgwardt, op. cit., p.9.

[2] Institute for State Library Agency Personnel Responsible for Statewide Systems of Continuing Education, Task Force for Development of Inventory: "Critical Decision Inventory: A Self-Evaluation Checklist to Monitor the Planning Process for Library Continuing Education," in process. (Washington, D.C.: CLENE, 1977)

Education. During the year a series of drafts of an evaluation instrument are being written by members of the Institute in an effort to produce a tool that will not only be valuable for statewide planning but will provide a useful document for all types of continuing education situations.

A summary approach to evaluation is presented in CLENE Concept Paper #3 by Brooke Sheldon[1] entitled Planning and Evaluating Library Training. This paper will be helpful to those who do not know where to begin upgrading their competence in educational evaluation.

10. Recognition for Continuing Education. Each library/information/media practitioner's real reward for participation in continuing education should be an improved ability to meet the service needs of the people of the nation and the stimulation of his or her own spirit of intellectual adventure.

Any certificate gained at the completion of a continuing education program or a series of programs should not be, nor resemble, a diploma attesting a special skill or competency. Continuing education is not intended to provide an educational experience adequate for receiving an academic degree; that is the concern of graduate library and information science education.

However, this does not preclude giving recognition to all practitioners who want to improve their quality of service to their present and potential users.

In September 1976, CLENE received a grant from USOE--Library Research and Demonstration Program--to develop a prototype recognition system which would make provision for non-traditional forms of learning, such as home study programs and on-demand transportable learning laboratories.

a) Purpose of a Recognition System. The purposes of the proposed recognition system are to: 1) recognize, encourage, and support library/information/media personnel who participate regularly in continuing education activities, and 2) emphasize the importance of developing more meaningful opportunities for practitioners. The recognition is built upon the assumption that all personnel--professional and supportive--should continue their education on a regular, voluntary basis throughout their careers so that quality service will be available to all residents of the nation.

Recognition is given to individuals who earn it by completing continuing education activities. A voluntary system, it is not intended to honor practitioners for outstanding accomplishment.

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[1] Brooke Sheldon, Planning and Evaluating Library Training Programs, Reprint of 1973 publication by U.S.O.E. Library Training Program (Washington, D.C., CLENE, 1976)

b) Why the Development of a Compatible System? The lack of a compatible system could create difficulties for both the individual practitioner and the profession. A compatible system would have these advantages:

1) Facilitate the recognition of participation in continuing education between parts of the country and between different types of libraries and information centers;
2) Provide employees with a commonly understood record of continuing education activities;
3) Facilitate the review of the records of individuals whose continuing education activities take place in more than one state and in more than one institute or association;
4) Facilitate the recognition of employees who are trying to keep up;
5) Provide a basis for the collection of data about continuing education to be used in research;
6) Promote the acceptance of continuing education as an individual process of lifelong learning;
7) Provide a way to record participation by the individual;
8) Assist in meeting identified needs in continuing education of library/information/media personnel.

Summary

The basic concepts and guidelines for continuing education for library/information/media personnel are the same as those for undergraduate and graduate library education. An effective program requires leadership, careful planning, suitable facilities, and competent faculty who use dynamic methods of education that enlist the participation of the student. In addition, it must take into account the ways that adults learn. Appropriate means of evaluation should be devised to measure the effectiveness of programs. Those who engage in continuing education to improve their service to the residents of this nation are entitled to recognition, encouragement, and support from the library/information/media community.

Elizabeth W. Stone
Executive Director of CLENE

INTRODUCTION

INTRODUCTION

The second listing of continuing education opportunities for library/ information/media personnel in the United States and Canada appears on the following pages. It is the response of the Continuing Library Education Network and Exchange (CLENE) to a loud and clear expression of need for such a service.

There are included 239 programs offered by 53 institutions and organizations for the period from January 1, 1977 to December 31, 1977. This includes opportunities in 28 states and the District of Columbia as well as one Canadian province. The breakdown by subject category of programs listed by main headings shows that the fields with the largest number of opportunities are:

Administration and Management (19)
Reference (17)
Media: Design, Production (10)
Cataloging and Classification (9)

Examination of the chart which shows the breakdown of states by HEW Region indicates the geographical areas offering the greatest number of courses and the least number of courses.

What the List Is

The list of courses and programs is published as a service to all library, information, and media personnel who are interested in maintaining their competence and skill through the medium of formal courses and other organized activities in continuing library, media and information science education. There are many ways by which practitioners may remain current and competent. Participation in formal programs and activities is only one of them.

System Designed to Serve Four Major Client Groups

This information system has been designed to serve four major client groups.

Library/information/media personnel who are seeking information about available courses and programs to meet their needs now have to a system to locate the specific type of course they are seeking and the various places such a course or program will be offered. The major mode of information will be in the form of a directory presenting courses by subject category and geographical location. Specific searches can be made by time offered, mode of the course, sponsor, and leader of the course. Other types of information provided that are important for those seeking information about types of courses include: costs, target audience for which the program was designed, level of difficulty, entrance requirements, methods used, type of credit and/or recognition given for completion of the program, evaluation of the course, and objectives stated in terms of educational outcomes -- what can the participant expect to be able to do after completing the program?

The second group served by the system are those institutions and associations which provide continuing education for practitioners. The providers can publicize their own programs by sending their information to CLENE for distribution through the system to many more practitioners than they would be able to reach through their own mailings. They can supply in one central place all of the needed information about their programs that seekers generally need to know: location, target audience, sponsor, location of sponsoring agency, mode, time, methods, credit, recognition, level of course, fees, entrance requirements, preparation needed for the program, leader, method of evaluation, objectives, and contact points for further inquiries. Providers will also be able to determine from the system whether gaps or duplication of courses exist in their geographical area or in content areas in which they have expertise to develop courses. Finally, they will be able to learn the names of those who are currently teaching continuing education courses and programs.

The third group served by the system are planners concerned with manpower development and education. The system will provide a mapping of what exists for the continuing education of library, information, and media personnel. Needs of this clientele group include information about types of courses available, where there are gaps in course offerings, both in terms of course content and categories, information about geographical distribution of course offerings, and indications of where duplication of efforts or facilities might be unnecessary, and instructors currently teaching continuing education programs.

A final group served by the information system are continuing education instructors. Persons who are interested in teaching continuing education can identify which institutions are offering courses in the areas of their experience and when such courses are being offered during the year.

It is the opinion of the staff and the Board of Directors of CLENE that an annual list is a useful form in which courses may be announced. The list permits an individual library, information, or media specialist to plan his/her personal continuing education activities for an entire year in advance. It also encourages a state library agency, for example, to plan in advance a program of study for library, information, and media personnel within a state. Since some programs require extensive blocks of time, advanced planning enables and individual to arrange with his/her agency for absence during a period of study and to accommodate personal schedule requirements.

Parameters of Courses and Programs Included in the CLENE Information System

Eligible for listing in the CLENE Information System are programs or courses offered which have as their goal the enhancement of skills, knowledge or performance as developed for library, information, and media personnel. Regular courses which are offered for degrees -- A.A., B.S., Ph.D., or other degree programs -- are not included. However, courses and programs developed specifically for practitioners after entrance into the field, such as the Post-MLS courses and programs, are eligible for entry, even though they may, in some cases, lead to a certificate. Institutes, workshops, laboratories, or other specially designed continuing education programs are eligible.

There are many varieties of continuing education programs for library, information, and media personnel. In this directory, data was collected from library education programs (all levels); state, national, and regional library and information science associations, and state agencies. Other groups who are interested in contributions for the next edition are invited to contact the CLENE office.

Nature of Data Elements

An essential requirement for the effectiveness of an information system is that its data elements be as complete and appropriate as possible. This is particularly true of an on-line system which will be required to answer quite specific questions about a course or program. Specific information is also important for purposes of analyzing statistically just what is being offered at the present time or in the immediate future. Further, it has been found in research in other professions, that when practitioners/students do not have enough information to know if a particular continuing education offering is really designed to meet their needs, a great deal of time is wasted by their taking inappropriate courses or programs.

For all these reasons, an attempt has been made in defining the elements in the CLENE Information System to consider the needs of the client groups served and include those elements which are necessary to give them the best service possible and still keep the system as cost-effective as possible. The CLENE information files are built within a generalized information storage and retrieval system called Word/One.

Use of the List

The courses and programs are arranged in columnar sytle to provide individuals with all pertinent information in easily accessible form. Opportunities are listed under seventy-two different subject headings, selected because they follow the general pattern of categories used in the annual directory issue of the Journal of Education for Librarianship, published by the Association of American Library Schools. For the convenience of the user, a number of specialized areas have been added to that basic list.

Library, information, and media personnel planning their study programs should look first for the general subject heading in which they are interested and then for the various course and program offerings under that heading. Under each category, the order of the listing is alphabetical, first by states, then by cities within the states.

For each program, information is given in twenty successive lines. The fields of information covered by the system are shown in the example on the next page, which is a print-out of a sample program. An addition to this year's edition is the indication, found at the bottom of some entries, of those entries which can be cross-referenced under one or more different headings.

A geographical index of institutions and organizations, according to state and city, is given at the end of the listing of offered programs.

Practitioners who wish to enroll for specific courses should write to the sponsoring institution or organization before traveling to the city where the program is offered. There are several reasons why such inquiry should be made well in advance of the scheduled date, if possible.

Dates, times, schedules, fees, and other details of listed courses are always subject to change. This is particularly likely to happen for programs scheduled in the fall, since final details are often not settled as the information is submitted for listing. Frequently, there is a numerical limit on the number of registrants permitted for a program. In such cases, selection is usually made on the basis of order of application. A program for which there is unsufficient advance registration may be cancelled. Some courses targeted for specialists may be open only to those with particular background in those specialties. On the other hand, some programs listed as designed for specialists may be open to general practitioners as well.

Additional Uses of National Repository of Data Made Possible by On-Line System

It should be stressed that this is an on-line system, so that if a course or program is developed after the Directory is printed, it is still very important to enter it in the system, as the course and program information can be located by direct questions to any of the major categories included in the system. The system can supply printouts in response to individual requests for very specific types of

FIELDS OF INFORMATION COVERED

Subject Heading:--------------------------- BUDGETING AND FINANCIAL MANAGEMENT

State where course is to be held:-----TEXAS

Title of course or program:--------- LIBRARY FINANCIAL MANAGEMENT WORKSHOP
Target audience: --------------------For: Librarians with MLS or more; Administrators; Middle Managers; Blacks specially recruited
Name and address of sponsor: -------Sponsor: San Antonio College Library and Department of Continuing Education,
1001 Howard Street, San Antonio, Texas 78284
512-734-7311
Place where program to be held:-----At: San Antonio College Library
Frequency of offering/
Basic mode of presentation:-------- Mode: On demand; Workshop
Dates when program to be offered,
Month/date/year:----------------- Time: 6 days, from 11/5/75 to 11/13/75; 18 hours; on demand; no application deadline
Instructional methods used: ---------Methods: Discussions, on-site visits, interviews with financial administration personnel
Type and number of credits, if any:--Credit: Continuing Education Units (1.8)
Other than credit: ----------------- Recognition: Certificate
Advanced/Intermediate/Basic: ------ Level: Advanced
Fees in dollars when available:------ Fees: None; no available living accommodations on campus
Requirements for admission: ------- Entrance: MLS Degree; Senior staff needing advanced training in connection with work
Preparation participant to make
before coming to program:--------Preparation: None
Name of leader or teacher:--------- Teacher: James O Wallace, Director of Learning Resources, San Antonio College
List of descriptive materials
available on the program:---------Descriptive: Syllabus
Who evaluates program? ----------- Evaluation: By participants
Person to write for more
information: -------------------- Contact: James O. Wallace, same address and phone as above
Placement services available to
those who complete program? ---- Placement: No
Any special materials or equipment
needed by the participant: ------- Special Materials: Supplied by sponsor
Objectives stated in terms of
educational outcomes, e.g., a
list of objectives that indicate
what participant will be able
to do when he/she completes
the program: ------------------ Objectives: Explain the concept of budget; develop a budget request for the Library; read and apply the district budgetary system; develop procedures for handling cash receipts and disbursements; diagram the routine work flow in purchasing; set up ledgers for library use; know the persons who are involved in financially related services, their principal functions, and how their work relates to the Library; describe and apply the relationship between library management and institutional financial procedures.

information, for example: "Is there a course in August on Program Budgeting for Librarians, in California, taught by simulation methods?" or "List all the courses offered in the area of management of libraries during July, 1977." It is also possible for an individual or organization to have sent to them on a regular basis information on all courses or programs that meet certain criteria in which the SDI system services for members of CLENE will be at a percentage rate lower than the costs of the service for non-CLENE members.

Course and Program Listings Invited at All Times

As an on-line system has been established and individuals and organizations can access it continuously, it is important for developers of opportunities to send in their programs as soon as they are established.

The National Repository is intended to serve as a resource for the whole field of library, media, information science. Your assistance in this important project, by sending in information on your programs and courses that fall within the scope of the parameters, will add to the accuracy and utility of the system. Not only will your participation make available to continuing education planners and practitioners information regarding the availability of continuing education offerings on a nationwide scale, but you will be providing a way for other practitioners, students and educators to learn about your program. Thus needless duplication of continuing education activities can be avoided, and existing or proposed offerings will be open and available to all interested and concerned individuals.

If you are offering courses or programs that fit into the parameters described in the preceding paragraphs and did not receive a data form, or received one and did not return it, and would like your continuing education programs listed in the CLENE Information System, please write for data forms to the CLENE Office, Box 1228, 620 Michigan Ave., N.E., Washington, D.C. 20064.

Note: Please request one form for each course or program you wish included. Or, better still, duplicate as many forms as you need from a single form. To be entered into the system, each program must be on a separate form.

Distribution of Programs by HEW/USOE Regions

This chart indicates the number of programs offered by state in the ten HEW/USOE regions.

Region I

Connecticut	
Maine	
Massachusetts	4
New Hampshire	3
Rhode Island	1
Vermont	

Region II

New York	18
New Jersey	6
Puerto Rico	
Virgin Islands	

Region III

Delaware	
Maryland	
Pennsylvania	9
Virginia	
West Virginia	1
District of Columbia	31

Region IV

Alabama	1
Florida	7
Georgia	
Kentucky	
Mississippi	
North Carolina	1
South Carolina	
Tennessee	3

Region V

Illinois	44
Indiana	1
Michigan	6
Minnesota	
Ohio	7
Wisconsin	7

Region VI

Arkansas	
Louisiana	1
New Mexico	
Oklahoma	1
Texas	11

Region VII

Missouri	1
Iowa	5
Kansas	
Nebraska	

Region VIII

Colorado	
Montana	
North Dakota	1
South Dakota	2
Utah	
Wyoming	1

Region IX

California	12
Arizona	2
Hawaii	
Nevada	

Region X

Alaska	
Idaho	
Oregon	
Washington	2

ACADEMIC LIBRARIANSHIP

ILLINOIS

ACADEMIC LIBRARIES
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, Il 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: None
Teacher: BRACE, William, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evalaution
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Administrative problems and service patterns peculiar to the academic library. Attention is directed to the relationship between the functions of the library and the program of higher education.

User Orientation & Education

OHIO

LIBRARY EXECUTIVE DEVELOPMENT PROGRAM
For: Administrators; maximum 70
Sponsor: Miami University
School of Business Administration,
Oxford, OH 45056
513-529-4129
At: Miami University, School of Business Admin., Oxford, OH 45056
Mode: Continuous; institute
Time: 6 days, from 8/1/76 to 8/5/76; approximately 35 contact hrs., 15 preparation hrs., 50 total hrs.; application deadline is 7/1/76
Methods: Case study materials, discussions, diagnostic tests, lectures, open questions, reading materials, role-playing exercises
Credit: No credit
Recognition: Certificate
Level: Certificate
Fees: $295 (covers tuition, room, and board); living accommodations on campus available
Entrance: Work experience requirement: administrative responsibility in a library
Preparation: Information not provided
Teacher: BROOKS, Harry F., Miami University
Descriptive: Brochure
Evaluation: By participants
Contact: Harry F. Brooks, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This is a week-long seminar in general management. Its primary aim is to assist selected library administrators to improve their managerial effectiveness. Specifically, the program teaches participants: to have a deeper understanding of themselves and their roles and responsibilities as library administrators; to become better planners, better organizers, better communicators, and better leaders; to improve their ability to understand and work with people; to create organizational climates that promote cooperation and teamwork; to continue to learn and improve themselves for increased responsibilities and challenges far into the future.

ADMINISTRATION AND MANAGEMENT

CALIFORNIA

MANAGEMENT OF LIBRARIES

For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, Library Users, Students
Sponsor: UCLA Summer Session, Los Angeles, CA 90024
213-825-8355
At: UCLA campus, Los Angeles, CA 90024
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours of student preparation time; 3 days a week; application deadline is June 8, 1977
Methods: Information not available
Credit: Graduate credit, no credit option available
Recognition: Grade
Level: Intermediate
Fees: Tuition; single and couple living accommodations available on campus
Entrance: Consent of instructor
Preparation: None
Teacher: EVANS, G. Edward, Assoc. Prof.
Descriptive: Catalog
Evaluation: No evaluation
Contact: G. Edward Evans
same address and phone as above
Placement: Information not provided
Special Materials: None needed
Objectives: Principles of management, emphasizing management techniques applicable to libraries of various types and to library systems. Special attention to aspects of technical services.

Budgeting and Financial Management

CALIFORNIA

PERSONNEL ADMINISTRATION IN LIBRARIES
For: Librarians with MLS or more, Administrators
Sponsor: School of Library Science, University of Southern California, Los Angeles, California 90007
At: School of Library Science, University of Southern California, Los Angeles, California 90007
Mode: Intermittent; classroom presentation
Time: 16 days, from 2/8/77 to 6/1/77; 48 contact hours, 100 hours of student preparation time; weekly; application date open
Methods: Audio tapes or cassettes, case study materials, discussions, lectures
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $324 tuition, $43 other fees, $367 total; no information given on living accommodations
Entrance: MLS Degree
Preparation: None
Teacher: LANGE, Clifford, Assistant Professor, University of Southern California
Descriptive: Catalog
Evaluation: By participants
Contact: Martha Boaz, Dean
213-746-2548
Placement: yes
Special Materials: None needed
Objectives:

-- analyze personnel administration, considered within a framework of theory, research findings, and practice in libraries, particularly public libraries.

Public Librarianship

ADMINISTRATION AND MANAGEMENT

CALIFORNIA

LIBRARY SPACE PLANNING
For: Librarians with MLS or more, Administrators, Middle Managers, Trustees
Sponsor: UCLA Summer Session, Los Angeles, CA 90024 213-825-8355
At: UCLA campus
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours of student preparation time; 3 days a week; application deadline is June 8, 1977
Methods: Information not available
Credit: Graduate credit, no credit option
Recognition: Grade
Level: Intermediate
Fees: Tuition; no information provided on living accommodations
Entrance: None
Preparation: None
Teacher: EVANS, G. Edward, Asst. Prof., UCLA, GSLIS
Descriptive: Catalog
Evaluation: No evaluation
Contact: G. Edward Evans, GSLIS, UCLA 213-825-4351
Placement: Information not provided
Special Materials: None needed
Objectives: Introduction to space planning and programming techniques and how they apply to libraries. Emphasis is on use of existing space, but planning new buildings is included. Reading blueprints, use of scales, contracts, use of consultants.

Buildings and Facilities

ADMINISTRATION AND MANAGEMENT

WASHINGTON, D.C.

MANAGING BY OBJECTIVES FOR LIBRARIES
For: Librarians with MLS or more, Administrators (25)
Sponsor: Librarians Committee, Metropolitan Washington Council of Governments, 1225 Connecticut Ave., N.W., Washington, D.C. 20036
202-223-6800 x320
At: Librarians Committee, Metropolitan Washington Council of Governments, 1225 Connecticut Ave., N.W., Washington, D.C. 20036
Mode: Continuous; workshop
Time: 2 days, 10/14/76 and 10/15/76; 14 contact hours, 3 hours of student preparation time, 17 hours total; daily
Methods: Case study materials, discussions, lectures, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (1.4)
Recognition: Certificate
Level: Basic or beginner
Fees: $75; no information given on living accommodations
Entrance: Management
Preparation: Readings prior to program
Teacher: BAKER, Kent, Assoc. Prof., School of Business Administration, American University, Washington, D.C.
Descriptive: Brochure
Evaluation: By participants
Contact: Mary Sage, 202-222-6800 x320
Placement: No
Special Materials: None needed
Objectives:

Course will:
- Introduce participants to the principles of MBO
- Assist participants in developing an MBO Plan for their own organizaiton

Participants will be able to develop objective statements and action plans for achieving objectives

WASHINGTON, D.C.

SUPERVISORY SKILLS FOR LIBRARIANS

For: Librarians with MLS or more, Middle Managers (30)
Sponsor: Librarians Committee, Metropolitan Washington
  Council of Governments, 1225 Connecticut Ave., N. W.,
  Washington, D.C. 20031
  202-223-6800
At: Librarians Committee, Metropolitan Washington Council
  of Governments, 1225 Connecticut Ave., N. W.,
  Washington, D.C. 20031
Mode: Continuous, on demand; workshop
Time: 4 days, from 9/21/76 to 9/30/76; 28 contact hours, 28 hours total; daily
Methods: Case study materials, discussions, lectures, open questions, overhead projection, problem sets and exercises, simulation methods, team teaching
Credit: Continuing Education Units (28)
Recognition: Certificate
Level: Basic or beginner
Fees: $100; no information given on living accommodations
Entrance: Supervisory responsibilities
Preparation: Readings prior to program
Teacher: Four private consultants
Descriptive: Brochure
Evaluation: By participants
Contact: Mary Sage, 202-223-2800 x320
Placement: No
Special Materials: None needed
Objectives: To introduce participants to theories and techniques of:

- styles of supervision
- time management
- decision-making
- motivation

Human Resources Development

IOWA

MANAGEMENT OF THE SMALL PUBLIC LIBRARY
For: Operating Librarians without MLS, Paraprofessionals
Sponsor: State Library Commission of Iowa
  Historical Bldg., Des Moines, IA 50319
  515-247-4400
At: Varies
Mode: On demand; classroom presentation
Time: 10 contact hours
Methods: Audio tapes or cassettes, case study materials, discussions, films, lectures, open questions, overhead projection, reading materials, TV or video tapes
Credit: Continuing Education Units (1)
Recognition: Certificate
Level: Basic or beginner
Fees: Varies
Entrance: None
Preparation: None
Teacher: Varies
Descriptive: Syllabus
Evaluation: By participants
Contact: Brian Greer
  same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is designed to help the student develop a better understanding of management and its application to the small public library. It should be taught at a practical, how-to-do-it level. The instructor's principal objective should be to motivate the student to explore various concepts and practices that may be useful in managing the small public library.

ADMINISTRATION AND MANAGEMENT

ILLINOIS

SCHOOL MEDIA ADMINISTRATION

For: Librarians with MLS or more (15), Operating librarians without MLS (15), Administrators (15)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science 7900 W. Divsiion St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Bi-Weekly
Methods: Case study materials, discussions, films, games, lectures, open questions, on-site visits, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information available on living accommodations
Entrance: BA, BS Degree
Preparation: None
Teacher: NOONAN, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Functions of the materials center in the total school program, including the administrative approach to techniques and services.

Children, Materials & Services for
School/Media Librarianship
Young Adults, Materials & Services for

ILLINOIS

ADMINISTRATION
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-3620
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, films, lectures, open questions, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA,BS Degree
Preparation: None
Teacher: DAVIS, Richard, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: Information not provided
Objectives: Development of the basic theories and principles of administration and their application in the organization and operation of libraries. Particular stress will be given to goals, policies, personnel, structure, work division, communications, leadership, budgets, systems analysis and the future directions in administration.

Budgeting and Financial Management

ADMINISTRATION AND MANAGEMENT

MASSACHUSETTS

INSTITUTE ON QUANTITATIVE MEASUREMENT AND DYNAMIC LIBRARY SERVICE
For: Librarians with MLS or more, administrators, middle managers
Sponsor: Simmons College, School of Library Science
300 The Fenway, Boston, MA 02115
(617) 738-2223
At: Simmons College, School of Library Science
300 The Fenway, Boston, MA 02115
Mode: Continuous; institute
Time: 4 days, from 11/19/76 to 11/20/76 and from 3/27/77 to 3/28/77; 14 contact hours for each session
Methods: Discussions, lectures, panel presentations, study
Credit: Information not provided
Recognition: Certificate
Level: Intermediate, advanced
Fees: $65 for one unit; $115 for 2 units
Entrance: MLS Degree, administrative experience preferred
Preparation: Readings prior to course
Teacher: CHEN, Ching-chih, Dr., Associate Professor and Acting Assistant Dean, Sommons College, School of Library Science
Descriptive: Brochure
Evaluation: By participants, by panel of experts
Contact: Dr. T. Sineath, Coordinator of Continuing Education, address same as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Unit 1 (November, 1976) is concerned with statistical applications and system approaches. Unit II (March, 1977) will focus on evaluation of quantitative methods. Although participants can register for either unit, registration for both units is strongly recommended since participants will be encouraged to conduct a quantitative or system study in their own environments during the interval between Units I and II.

Budgeting and Financial Management
Evaluation

ADMINISTRATION AND MANAGEMENT

MASSACHUSETTS

QUANTITATIVE MEASUREMENT AND DYNAMIC LIBRARY SERVICE

For: Administrators (30), middle managers (30)
Sponsor: Simmons College, School of Library Science,
300 The Fenway, Boston, MA 02115
617-738-2223
At: Simmons College, School of Library Science,
300 The Fenway, Boston, MA 02115
Room L109
Mode: Once only; institute, tutorial
Time: 2 days for each unit, from 11/19/76 to 11/20/76 and from 3/27/77 to 3/28/77; 13 contact hours per unit, 20 to 40 total hours; application deadline is 10/12/76 for Unit I and 3/21/77 for Unit II
Methods: Discussions, field experience, lectures, open questions, problem sets and exercises, reading materials, team teaching
Credit: No credit
Recognition: Certificate
Level: Intermediate
Fees: $65 for each unit or $115 for both units
Entrance: Screen by position
Preparation: Information not provided
Teacher: CHEN, Ching-Chih, Associate Professor, Simmons College;
LEIMKUHLER, Ferdinand, Purdue University;
HAMBURG, Morris, Wharton School, University of Pennsylvania
Descriptive: Brochure
Evaluation: By participants, internal system of evaluation
Contact: T. W. Sineath, Coordinator of Continuing Education, School of Library Science, 300 The Fenway,
Boston, MA 02115
617-738-2223
Placement: No
Special Materials: Information not provided
Objectives: Conduct a practical systems study in our own environment. Conduct quantitative study in our own environment.

Evaluation (Techniques & Methods)
Research

ADMINISTRATION AND MANAGEMENT

NORTH CAROLINA

SUPERVISORY TRAINING
For: Middle Managers (12), First Line Supervisors or potential First Line Supervisors (12)
Sponsor: Duke University, Perkins Library, Durham, NC 27706 919-684-2034
At: Duke University, Perkins Library, Durham, NC 27706
Mode: Intermittent; seminar
Time: From 1/11/77 to 5/77 and from 9/77 to ?; 30 contact hours, 50 hours of student preparation time, 80 hours total; weekly; currently a waiting list of inhouse candidates
Methods: Case study materials, discussions, diagnostic tests, films, games, reading materials, role-playing exercises
Credit: No credit
Recognition: Letter
Level: Basic or beginner
Fees: Currently all participants are from within this library system
Entrance: Holding a supervisory position or being potentially a supervisor
Preparation: Readings prior to program, pre-test
Teacher: DOWELL, Dave, Assistant University Librarian for Personnel and Staff Development, Perkins Library, Duke University
Descriptive: Syllabus
Evaluation: By participants, internal system of evaluation
Contact: Dave Dowell, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

Evaluation
Training Trainers

NEW YORK

PROGRAM DESIGN IN LIBRARIES AND INFORMATION CENTERS: PLANNING AND EVALUATION

For: Administrators, Middle Managers, maximum 30
Sponsor: Pratt Institute, Graduate School of Library and Information Science, Brooklyn, New York 11205 212-636-3702/4
At: Pratt Institute campus, Information Science Center, Brooklyn, New York 11205
Mode: Intermittent; institute
Time: 3 days, from 5/21/77 to 6/1/77; 10 contact hours, 20 hours of student preparation time, 30 hours total; weekly; application deadline is May 6, 1977
Methods: Discussions, laboratory work, lectures, panel presentations, personalized system of instruction
Credit: Credit toward Post-MLS Certificate (1), no credit option
Recognition: Letter
Level: Advanced
Fees: Full day session (without credit) $75.00; entire institute (without credit) $106.00; entire institute (with credit) $128.00; no living accommodations available on campus
Entrance: MLS Degree
Preparation: None
Teacher: SHERRILL, Laurence, Assoc. Professor, Pratt Institute
Descriptive: Brochure, syllabus
Evaluation: By participants, internal system of evaluation
Contact: Laurence L. Sherrill
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon the successful completion of this institute, the participants should be able to outline a basic program design for a library or an information center. They should know the fundamental skills or techniques of:

1. assessing clientele need
2. identifying and clearly stating program goals and objectives
3. developing an appropriate program format
4. applying a system analysis method to the planning and evaluation of programs.

Evaluation
Adults, Materials and Services for
Public Services

ADMINISTRATION AND MANAGEMENT

OHIO

EXECUTIVE DEVELOPMENT PROGRAM FOR LIBRARY ADMINISTRATORS
For: Librarians with MLS or more, Administrators, Operating Librarians without MLS, Middle Managers, Trustees, Technical Information Specialists, Media Specialists, Information Science Specialists
Sponsor: University of Miami,
School of Business Administration,
Oxford, OH 45056
513-529-4129
At: University of Miami,
School of Business Administration,
Oxford, OH 45056
Mode: Continuous; classroom presentation, seminar
Time: 6 days, from 8/1/76 to 8/7/76; approximately 40 contact hrs., 10 preparation hrs., 50 total hrs.; yearly; application deadline is 7/17/76
Methods: Case study materials, discussions, diagnostic tests, films, games, lectures, open questions, overhead projection, reading materials, role-playing exercises, simulation methods, slides/filmstrips
Credit: Continuing Education Units (4)
Recognition: Certificate
Level: Intermediate
Fees: Total: $295; living accommodations on campus available for singles and couples
Entrance: No requirements other than participant be a professional in library service
Preparation: None
Teacher: BROOKS, Harry F., same address and phone as above
Miami University, Oxford, OH 45056
Descriptive: Brochure
Evaluation: By participants, by an expert, internal system of evaluation
Contact: Harry F. Brooks, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: The Executive Development Program for Library Administrators is a week-long seminar in general management. Its primary aim is to assist selected library administrators improve their managerial effectiveness. Specifically, the program teaches participants: to have a deeper understanding of themselves and their roles and responsibilities as library administrators; to become better planners, better organizers, better communicators, and better leaders; to improve their ability to understand and work with people, and to create organizational climates that promote cooperation and teamwork; to continue to learn and to improve themselves for increased responsibilities and challenges far into the future.

OHIO

LIBRARY EXECUTIVE DEVELOPMENT ALUMNI CONFERENCE

For: Administrators
Sponsor: Miami University,
School of Business Administration, Oxford, OH 45056
513-529-4129
At: Miami Univ., School of Business Administration,
Oxford, OH 45056
Mode: Offered on a regular basis each year; workshop
Time: 2 1/2 days, from 6/00/76 to 8/00/76; approximately 16 contact hrs., 9 preparation hrs., 25 total hrs; application deadline is unknown
Methods: Case study materials, discussions, diagnostic tests, lectures, open questions, reading materials, role-playing exercises
Credit: No credit
Recognition: None
Level: Advanced
Fees: $150 (covers tuition, room, board); living accommodations on campus available
Entrance: Must have taken Library Executive Development Program
Preparation: Information not provided
Teacher: Information not provided
Descriptive: None
Evaluation: By participants
Contact: Harry F. Brooks, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: General objectives are the same as those for the one week Library Executive Development Program. Topics for the 2 1/2 day Alumni Conferences are more specific and limited in nature. Topics vary from year to year and the 1976 topic has not yet been chosen.

ADMINISTRATION AND MANAGEMENT

PENNSYLVANIA

SEMINAR ON JOB/TASK ANALYSIS
For: Librarians with MLS or more, administrators, middle managers, business managers
Sponsor: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
717-787-8007
At: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
Mode: Circuit; seminar
Time: 3 - 5 days
Methods: Case study materials, discussions, diagnostic tests, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: No credit
Recognition: Certificate
Level: Basic or beginner
Fees: Information not provided
Entrance: None
Preparation: Information not provided
Teacher: Information not provided
Descriptive: Will be developed
Evaluation: By participants, internal system of evaluation
Contact: Atauar Faruguee
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: The workshop will provide instruction in the application of job analysis concepts to the redesign of jobs, the development of career ladders and to the identification of critical job requirements in terms of skills, knowledge, abilities and worker characteristics which are most necessary for successful performance of a job. Evidences such as credentials, experience, performance evaluations, etc., are only valid in that they show the extent to which a job applicant possesses the skills, knowledge, abilities and traits required of the work. The workshop will aid in providing expert instruction in the establishment of these job requirements.

Participants will learn how to . . .

1. Determine job content data.
2. Document job content data.
3. Analyze job content data.
4. Analyze job requirements.
5. Use job content data in the design of jobs.
6. Restructure jobs.

ADMINISTRATION AND MANAGEMENT

WASHINGTON

WOMEN IN MANAGEMENT
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided.

ADMINISTRATION AND MANAGEMENT

WASHINGTON

HUMAN FACTORS IN LIBRARY ADMINISTRATION

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day; 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials, role-playing exercises
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Intermediate
Fees: $30 tuition MLA members; $45 tuition non-members; no information on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D. same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

1. The student will be able to identify and discuss several theories in the area of human relationships and relate them to library situations.

2. The student will be able to apply some of the principles discussed to specific situations as described in case studies.

3. The student will use the technique of role-playing to increase his/her awareness of certain of these concepts.

ADMINISTRATION AND MANAGEMENT

WASHINGTON

HOSPITAL LIBRARY MANAGEMENT
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:
At the conclusion of the course, participants will be able to:

1. Identify the key basic management principles and how they apply to the working situation in a hosptial library.
2. Set objectives for a hospital library and enumerate the tasks necessary to achieve the objectives.
3. Describe current personnel policies with regard to hiring, terminating and evaluating library personnel.
4. Identify methods for effectively relating to other hospital departments, with hosptial administration and the library committee.
5. Prepare a library budget, effect budgetary reductions, and schedule work and staff assignments.

Budgeting and Financial Management
Medical Librarianship

ADULTS, MATERIALS AND SERVICES FOR

ILLINOIS

ADULT EDUCATION AND SERVICES IN THE PUBLIC LIBRARY
For: Librarians with MLS or more (20), Operating librarians (20), Middle Managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: No information provided
Methods: Discussions, lectures, open questions, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: MCCLARREN, Robert, Director, North Suburban Library Systems
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A survey of the Adult education movement and its gradual evolvement into adult services. Discussion of new trends in adult education, services, and current literature.

Public Librarianship
Public Services
User Orientation & Education

ARCHIVES

BRITISH COLUMBIA

LOCAL HISTORY FOR LIBRARIANS

For: Librarians with MLS or more (40), Operating Librarians without MLS (45)
Sponsor: University of British Columbia, Center for Continuing Education and School of Librarianship, Vancouver, BC, CANADA V6TIW5 604-228-4250
At: Vancouver Maritime Museum, auditorium, Vancouver, BC CANADA V6TIW5
Mode: Continuous, workshop
Time: 2 days, from 10/1/76 to 10/2/76; 14 contact hours
Methods: Discussions, lectures, open questions, overhead projection, slides/filmstrips
Credit: No credit
Recognition: None
Level: Advanced
Fees: $20 Tuition; no information given on living accommodations
Entrance: MLS Degree, work with local history documents
Preparation: None
Teacher: Several experts
Descriptive: None
Evaluation: No evaluation
Contact: Information not provided
Placement: Information not provided
Special Materials: Information not provided
Objectives: Organize and process appropriate local history materials.

Conservation & Preservation of Library Materials
Selection & Acquisition of Library Materials

ARCHIVES

WASHINGTON, D.C.

INTRODUCTION TO MODERN ARCHIVES ADMINISTRATION

For: Librarians with MLS or more, library technicians, operating librarians without MLS, paraprofessionals, administrators, library users, technical information specialists, information science specialists, media specialists, archivists, maximum (35)

Sponsor: The National Archives, GSA
Washington, D.C. 20408
With: The American University, Dept. of History and Library of Congress

At: National Archives, National Archives Bldg. #410, 8th and Pennsylvania Ave., N.W., Washington, D.C. 20408

Mode: Continuous, offered on a regular basis each year; classroom presentation, institute

Time: 10 days. from 2/28/77 to 3/11/77 and from 6/6/77 to 6/17/77; 70 contact hours, 35 hours student preparation time, 105 total hours; daily; application deadline is one month before each Institute

Methods: case study materials, discussions, diagnostic tests, lectures, open questions, on-site visits, panel presentations, reading materials

Credit: Audit (3), continuing education units (3), graduate credit (3), undergraduate credit (3)

Recognition: Grade, certificate

Level: Basic or beginner, intermediate, advanced

Fees: $300 with credit, $250 without credit

Entrance: None

Preparation: Readings prior to program, materials to be bought

Teacher: COKER, C. F. W., Archivist, National Archives

Descriptive: Brochure, syllabus

Evaluation: Internal system of evaluation

Contact: Ms. Phyllis Levine, The American University,
Washington, D.C. 20016
202-686-2177

Placement: No

Special Materials: Supplied by sponsor

Objectives: To present theory, principles, and techniques of archives administration for modern documentary material of both public and private origin.

WASHINGTON, D.C.

ADMINISTRATION OF PHOTOGRAPHIC ARCHIVES

For: Librarians with MLS or more; Administrators, Middle Managers; maximum 15

Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085

At: The Smithsonian Institution, Washington, D.C. 20560

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 10 days, from 5/2/77 to 6/9/77; approximately 37 .5 contact hrs., 112 .5 preparation hrs., 150 total hrs.; bi-weekly; application deadline is 4/26/77

Methods: Discussions, lectures, reading materials, slides/filmstrips, student presentations of project work

Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: $85/credit hr.; Board $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan); living accommodations on campus available for singles

Entrance: MLS Degree, BA, BS Degree

Preparation: Information not provided

Teacher: VIOLA, Dr. Herman, National Anthropological Archives, Smithsonian Institution, Washington, D.C. 20560

Descriptive: Brochure

Evaluation:

Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064
202-635-5256

Placement: Information not provided

Special Materials: Information not provided

Objectives: To make the student aware of the special problems presented by photographic documents to the archivist/librarian, and to introduce successful methods of dealing with these problems.

When the workshop is over, the students should be able to: recognize and define the different types of photographic materials that may appear in a library or archive; define terms in the essential vocabulary of the photographic librarian/archivist; list and describe publications useful in working with photographs; describe methods of establishing and augmenting photograhic collections; list and describe controls required in accessioning photographic material and explain their purposes; outline the different methods of arranging and describing photographic materials, and from practical experience, describe at least one method in detail; list essential elements in captions, explain the importance of complete caption data, and outline ways of attempting to fill in incomplete data; discuss the various uses of photographs by readers and researchers; explain the nature of several national collections of photographic material in Washington; discuss legal problems encountered in servicing photographic collections; list essential equipment and supplies for a photographic library/archives; list major types of deterioration of photographic materials and explain courses of action to prevent or remedy deterioration.

ARCHIVES

WASHINGTON, D.C.

ADMINISTRATION OF PHOTOGRAPHIC ARCHIVES
For: Librarians with MLS or more; Administrators, Middle Managers; maximum 15
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Smithsonian Institution, Washington, D.C. 20560
Mode: Intermittent, offered on a regular basis each year; classroom presentation
Time: 10 days, from 5/2/77 to 6/9/77; approximately 37 .5 contact hrs., 112 .5 preparation hrs., 150 total hrs.; bi-weekly; application deadline is 4/26/77
Methods: Discussions, lectures, reading materials, slides/filmstrips, student presentations of project work
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85/credit hr.; Board $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan); living accommodations on campus available for singles
Entrance: MLS Degree, BA, BS Degree
Preparation: Information not provided
Teacher: VIOLA, Dr. Herman, National Anthropolcgical Archives, Smithsonian Institution, Washington, D.C. 20560
Descriptive: Brochure
Evaluation:
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To make the student aware of the special problems presented by photographic documents to the archivist/librarian, and to introduce successful methods of dealing with these problems.

When the workshop is over, the students should be able to: recognize and define the different types of photographic materials that may appear in a library or archive; define terms in the essential vocabulary of the photographic librarian/archivist; list and describe publications useful in working with photographs; describe methods of establishing and augmenting photograhic collections; list and describe controls required in accessioning photographic material and explain their purposes; outline the different methods of arranging and describing photographic materials, and from practical experience, describe at least one method in detail; list essential elements in captions, explain the importance of complete caption data, and outline ways of attempting to fill in incomplete data; discuss the various uses of photographs by readers and researchers; explain the nature of several national collections of photographic material in Washington; discuss legal problems encountered in servicing photographic collections; servicing photographic collections; list essential equipment and supplies for a photographic library/archives; list major types of deterioration of photographic materials and explain courses of action to prevent or remedy deterioration.

ARCHIVES

WASHINGTON, D.C.

RESEARCH SEMINAR IN THE USE OF ARCHIVAL RESOURCES
For: Librarians with MLS or more (15)
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Smithsonian Institution, Washington, D.C. 20560
Mode: Intermittent, offered on a regular basis each year; seminar
Time: 15 days, from 1/10/77 to 4/21/77; 37.5 contact hours, 112.5 hours of student preparation time 112.5, 150 hours total; weekly; application deadline is 1/5/77
Methods: Discussions, laboratory work
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3)
Recognition: Grade
Level: Intermediate
Fees: $110 per credit hour; single living accommodations are available on campus
Entrance: MLS Degree; BA,BS Degree
Preparation: None
Teacher: VIOLA, Dr. Herman, National Anthropological Archives, Smithsonian Institution
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John Gilheany, Department of Continuing Education, Catholic University, Washington, D.C. 20064 202-635-5256
Placement: No
Special Materials: Information not provided
Objectives: To acquaint students with the extent and diversity of archival resources and to teach them the fundamentals of good writing. Upon completion of the course, students will be able to: describe the basic procedures in developing an idea into a printed scholarly paper; state the basic principles of good writing; write in a clear and succinct manner; describe the basic organizational components of archives and manuscript repositories; use the Congressional Serial Set and Checklist of Government Documents for finding material relevant to their research needs; explain the use of the 19th-century registry system in using government records in conducting their research.

Research

ARCHIVES

ILLINOIS

ARCHIVAL ADMINISTRATION AND SERVICES
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Administrators (20), Middle managers
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: QUINN, Patrick, Archivist, Northwestern University
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: The collection, arrangement and servicing of archives and manuscript holdings.

Administration and Management

ARCHIVES

NEW YORK

ANNUAL ARCHIVES INSTITUTE
For: Librarians with MLS or more, archivists, historians
Sponsor: Long Island University, Graduate Library School,
C. W. Post Center, Greenvale, NY 11548
516-299-2855-6
At: Long Island University, Graduate Library School
C. W. Post Center, Greenvale, NY 11548
Mode: Offered on a regular basis each year;
institute, workshop
Time: 1 day, on 11/13/76, approximately 6 contact hours;
application deadline is 11/1/76
Methods: Lectures, panels, open questions
Credit: No credit
Recognition: None
Level: Information not provided
Fees: $15; living accommodations on campus not available
Entrance: No requirements
Preparation: None
Teacher: GARRISON, Dr. Curtis, Adjunct Associate
Professor, Graduate Library School, C. W. Post Center
Descriptive: Brochure
Evaluation: No evaluation
same phone and address as above
Contact: Mrs. Bette Vander Werf, Admin. Ass't. to the Dean,
Placement: No
Special Materials: None needed
Objectives: To encourage more fundamental study and writing on
the development of archival principles.

AUTOMATION AND DATA PROCESSING

TEXAS

COMPUTER APPLICATION FOR LIBRARIES
For: Any library personnel who need information in this area; maximum 50
Sponsor: Southwestern Library Association,
7371 Paldao Dr., Dallas, TX 75240
214-234-1555
With: Local Host
At: Southwest Region: Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Mode: On demand; workshop
Time: 3 days; approximately 15 contact hrs., no application deadline
Methods: Case study materials, discussions, films, games, lectures, open questions, on-site visits, overhead projection, team teaching
Credit: No credit
Recognition: Certificate
Level: Basic or beginner
Fees: Information not provided
Entrance: No requirements
Preparation: Pre-test
Teacher: Dr. John Corbin, Assistant Professor, School of Library Science, North Texas State University
Descriptive: None at present
Evaluation: By participants
Contact: Peggy O'Donnell, SLICE Office Director/CELS Coordinator, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: To acquaint library staffs with the principles of basic data processing, system analysis and the use of computers in libraries. Special exercises help participant to relate lecture to actual work situation.

AUTOMATION AND DATA PROCESSING

BRITISH COLUMBIA

AUTOMATION AND CATALOGING IN BRITISH COLUMBIA

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists
Sponsor: University of British Columbia, School of Librarianship, Vancouver, B.C. CANADA V6T 1W5 604-228-4250
At: Undecided
Mode: Once only; workshop
Time: 2 days, Nov. 3, 1977 and Nov. 4, 1977; 12 contact hours; application deadline is Oct. 5
Methods: Information not provided
Credit: Information not provided
Recognition: None
Level: Intermediate
Fees: Tuition
Entrance: MLS Degree
Preparation: Readings prior to program
Teacher: Information not provided
Descriptive: Information not provided
Evaluation: Information not provided
Contact: Information not provided
Placement: No
Special Materials: Information not provided
Objectives: Assist in development of on-line cataloging planning for B.C.

Data Bases
Information Systems & Networks
Systems Analysis

AUTOMATION AND DATA PROCESSING

CALIFORNIA

WORKSHOP ON SELECTION OF BIBLIOGRAPHIC DATA BASES: OCLC
For: Librarians with MLS or more, Administrators, Middle Managers, Information Science Specialists
Sponsor: University of Southern California, School of Library Science, University Park, Los Angeles, CA 90007 213-746-2548
At: University of Southern California, School of Library Science, University Park, Los Angeles, CA 90007
Mode: Once only; workshop
Time: 1 day, Jan. 19, 1977; 6 contact hours, 6 hours total
Methods: Laboratory work, open questions, lectures, overhead projection
Credit: No credit
Recognition: Information not provided
Level: Basic or beginner
Fees: None; no living accommodations available on campus
Entrance: None
Preparation: None
Teacher: BOAZ, Martha, Dean, School of Library Science, University of Southern California
Descriptive: Brochure
Evaluation: Internal system of evaluation
Contact: Dean Martha Boaz, same phone and address as above
Placement: No
Special Materials: None needed
Objectives:

- Describe the characteristics of the BALLOTS and OCLC system
- List the criteria essential in system selection
- Using their own situation, select the more appropriate system for their organization.

Cataloging & Classification
Data Bases (Including Construction)
Information Systems & Networks

AUTOMATION AND DATA PROCESSING

ILLINOIS

CLINIC ON LIBRARY APPLICATIONS OF DATA PROCESSING
For: Librarians with MLS or more, Administrators, Middle Managers; maximum 90
Sponsor: University of Illinois, Graduate School of Library Science, Urbana IL 61801 217-333-3280
At: University of Illinois, Illinois Union, Urbana, Illinois 61801
Mode: Offered on a regular basis each year; institute
Time: 4 days, from 4/24/77 to 4/27/77; approximately 20 contact hrs., 0 preparation hrs., 30 total hrs; applicants accepted until maximum reached
Methods: Case study materials, discussions, lectures, open questions
Credit: No credit
Recognition: None
Level: Intermediate
Fees: Tuition: $95; Room: $12/day and up; living accommodations available on campus for singles and couples
Entrance: No requirements
Preparation: None
Teacher: DIVILBISS, James L., Dr., Assoc. Prof., University of Illinois Graduate School of Library Science
Descriptive: Brochure, news release
Evaluation: By participants; internal system of evaluation
Contact: Edward Kalb, 116 Illinois Hall, University of Illinois, Champaign, IL 61820 217-333-2884
Placement: No
Special Materials: None needed
Objectives: The objective of the clinis is to inform participants on how to negotiate for computer services.

AUTOMATION AND DATA PROCESSING

ILLINOIS

COMPUTER APPLICATIONS IN LIBRARIES

For: Librarians with MLS or more (20), Operating librarians without MLS (20), Administrators (20), Middle Managers (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, laboratory work, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree; certain pre-requisite course: 520 Administration
Preparation: Information not provided
Teacher: GRIFFIN, Hillis, Director, Technical Information Services, Argonne National Laboratory
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer, same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Introduction to application of computers to library procedures in all types of libraries. Computer hardware and programming systems, task definition and system development, application, networks and communication are considered in relation to library requirements.

Data Bases
Information Systems & Networks

AUTOMATION AND DATA PROCESSING

ILLINOIS

CLINIC ON LIBRARY APPLICATIONS OF DATA PROCESSING
For: Librarians with MLS or more, Administrators, Middle Managers; maximum: 90
Sponsor: University of Illinois, Graduate School of Library Science, Urbana, IL 61801 217-333-3280
At: Univ. of IL, Illini Union, Urbana, IL 61801
Mode: Offered on a regular basis each year; institute
Time: 4 days from 4/25/76 to 4/28/76; approximately 20 contact hours; applicants accepted until maximum is reached
Methods: Case study materials, discussions, lectures, open questions
Credit: No credit
Recognition: None
Level: Intermediate
Fees: Tuition: $95; Room: $12/day and up; living accommodations available on campus for singles and couples
Entrance: No requirements
Preparation: None
Teacher: Divilbiss, Dr. James L., Assoc. Prof. UI Grad. School of Library Science
Descriptive: Brochure, news release
Evaluation: By participants; internal system of evaluation
Contact: Edward Kalb, 116 Illini Hall, Univ. of Illinois, Champaign, IL 61820 217-333-2884
Placement: No
Special Materials: None needed
Objectives: The objective of the clinic is to acquaint participants with the economic aspects of specific library applications of computers, e.g., circulation systems, cataloging, etc., and to introduce various techniques for evaluating library processes. The clinic seeks to improve the participants' ability to evaluate systematically the economic aspects of alternative systems, to consider a wide range of alternatives, and to organize efficiently the transition from manual to automated systems.

BIBLIOGRAPHY

ILLINOIS

LITERATURE OF THE HUMANITIES
For: Librarians with MLS or more, Operating Librarians without MLS
Sponsor: Rosary College Graduate School of Library Science
  7900 W. Division St., River Forest, IL 60305
  315-369-6320
At: Rosary College Graduate School of Library Science
  7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA, BS Degree
Preparation: Information nor provided
Teacher: SPAHN, Ted, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
  same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A survey of the library use and appraisal of bibliographies, reference works, and selected titles in the fields constituting the humanities.

Reference

BIBLIOGRAPHY

ILLINOIS

LITERATURE OF THE SCIENCES
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: ANGIONE, Pauline, Asst. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A survey of the library use and appraisal of bibliographies, reference works, and selected titles in the fields constituting the pure and applied sciences.

Reference

BIBLIOGRAPHY

ILLINOIS

LITERATURE OF THE SOCIAL SCIENCES
For: Librarians with MLS or more, Operating Librarians without MLS
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: LI, Tze Chung, Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A survey of the library use and appraisal of bibliographies, reference works, and selected titles in the field constituting the social sciences.

Reference

BIBLIOTHERAPY

WASHINGTON, D.C.

BIBLIOTHERAPY
For: Librarians with MLS or more (15), Middle Managers
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; weekends
Time: 5 days, from 6/27/77 to 8/12/77; 35 contact hours, 105 hours of student preparation, 140 hours total; bi-weekly; application deadline is 6/20/77
Methods: Discussions, field experience, films, laboratory work, on-site visits, guest speakers
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3), No credit option
Recognition: Grade
Level: Basic or beginner
Fees: $100 per credit hour; single living accommodations are available on campus
Entrance: MLS Degree, BA,BS Degree
Preparation: None
Teacher: HYNES, Arlene M., Patients' Librarian, St. Elizabeth's Hospital, Washington, D.C.
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, Catholic University, Washington, D.C. 20064 202-635-5256
Placement: No
Special Materials: None needed
Objectives: To help librarians understand bibliotherapy. Upon completion of the course, students will be able to: recognize areas, resources, and responsibilities for continuing education in the field; appraise their own approach to goals and processes in establishing a bibliotherapy program within a library; plan and implement a bibliotherapy program with understanding of the special approaches and goals necessary when serving residents in an institution such as a hospital or prison.

BIBLIOTHERAPY

WASHINGTON, D.C.

BIBLIOTHERAPY
For: Librarians with MLS or more, Administrators, Middle Managers; maximum 10
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, 119 Caldwell Hall, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; seminar
Time: 14 days, from 6/27/77 to 8/12/77; approximately 35 contact hrs., 75 preparation hrs., 110 hrs. total; bi-weekly; application deadline is 6/15/76
Methods: Discussions, field experience, films, on-site visits, reading materials, guest speakers
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85 per credit; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; application fee: $10; living accommodations on campus available for singles
Entrance: BA, BS, MLS Degree
Preparation: Information not provided
Teacher: HYNES, Arlene, Director of the Circulating Library, St. Elizabeth's Hospital, Washington, D.C.
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064 202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To help librarians understand bibliotherapy and, if desired, to be able to start programs in public libraries, mental hospitals and correctional institutions. Upon successful completion of the course, students are expected to be able to: recognize areas, resources and responsibilities for continuing education in the field; appraise their own personalized approach to goals and processes in establishing a bibliotherapy program within a library; plan and implement a bibliotherapy program with understanding of the special approaches and goals necessary when serving residents in an institution such as a hospital or prison.

BUDGETING AND FINANCIAL MANAGEMENT

WASHINGTON, D.C.

ZERO-BASE BUDGETING FOR LIBRARIES
For: Administrators (60)
Sponsor: Librarians Committee Metropolitan Washington Council of Governments, 1225 Connecticut Ave., N.W., Washington, D.C. 20036
202-223-6800 ext. 320
At: Statler Hilton Hotel, 16th St., Washington, D.C. 20036
Mode: Once only; workshop
Time: 2 days, 1/27/77 and 1/28/77; 14 contact hours, 14 hours total; application deadline is January 7, 1977
Methods: Case study materials, discussions, lectures, open questions, overhead projection, team teaching
Credit: Continuing Education Units (1.4)
Recognition: Certificate
Level: Intermediate
Fees: $200
Entrance: None
Preparation: None
Teacher: BUIK, C. C., Consultant, Georgetown University, Academy in the Public Service, Washington, D.C.
Descriptive: Brochure, articles: Library Journal, Dec. 15, 1976; American Libraries, Dec. 1976
Evaluation: By participants
Contact: Mary Sage, same phone and address as above
Placement: No information provided
Special Materials: None needed
Objectives: Course will introduce participants to concepts of zero-base budgeting and its relationship to the activities of an organization.

Also to be covered are sources and uses of funds, municipal budgeting procedures, and financial strategies.

Administration and Management

NEW YORK

BUDGETING IN LIBRARIES AND INFORMATION CENTERS: TECHNIQUES AND STRATEGIES

For: Administrators (30), middle managers (30)
Sponsor: Pratt Institute, Graduate School of Library and Information Science, Brooklyn, NY 11205
212-636-3702
At: Pratt Institute, Information Center Building
Brooklyn, NY 11205
Mode: Intermittent; institute
Time: Four days, 1/8/77 to 1/26/77; 15 contact hours, 15 hours of student preparation, 30 total hours; weekly; application deadline is December 27, 1976
Methods: Case study materials, discussions, lectures, panel presentations, personalized system of instruction, team teaching
Credit: Credit toward Post-MLS Certificate (1.5)
Recognition: Letter
Level: Advanced
Fees: Full time tuition for credit $181.50, full time for no credit $159.00, all day session - no credit $100.00; no living accommodations available on campus
Entrance: MLS degree
Preparation: Materials to be brought
Teacher: SHERRILL, Laurence, Associate Professor, Pratt Institute GSLIS
Descriptive: Brochure, syllabus
Evaluation: By participants, internal system of evaluation
Contact: Laurence L. Sherrill
same phone and address as above
Placement:
Special Materials: Information not provided
Objectives: Upon the successful completion of this institute, participants are expected to be able to:
-know the fundamental techniques of budget preparation;
-evaluate the suitability of basic types of budgets for their libraries;
-devise a strategy for budget presentation;
-apply a contemporary budgeting system to their particular library situation.

The product of the institute for full time participants will be a detailed outline of a budget for their own library or information center.

Administration and Management
Public Services

BUILDINGS AND FACILITIES

WASHINGTON, D.C.

SPACE PLANNING AND PRACTICAL DESIGN FOR SPECIAL LIBRARIES
For: Librarians with MLS or more, Administrators (30)
Sponsor: Librarians Committee, Metropolitan Washington Council of Governments, 1225 Connecticut Ave., N. W., Washington, D.C. 20036
202-223-6800 ext. 320
At: Librarians Committee, Metropolitan Washington Council of Governments, 1225 Connecticut Ave., N. W., Washington, D.C. 20036
Mode: Continuous;workshop
Time: From 12/6/76 to 12/39/76; 21 contact hours; daily; application deadline is November 27, 1976
Methods: Case study materials, computer-assisted instruction, lectures, open questions, on-site visits, overhead projection, team teaching
Credit: continuing Education Units (2.1)
Recognition: Certificate
Level: Basic or beginner
Fees: $125; no information given on living accommodations
Entrance: None
Preparation: Materials to be brought
Teacher: COHEN, Aaron, Architect, Euker/Cohen, New York City
Descriptive: Brochure
Evaluation: By participants
Contact: Mary Sage, 223-6800 x 320
Placement: No
Special Materials: None needed
Objectives: This course will introduce participants to aspects of space planning and interior design.

Participants will study lighting, color, acoustics, furniture and equipment. They will also develop obsolescence reports documenting current conditions and developing in-depth cost analyses for projected changes.

Administration and Management

ILLINOIS

PLANNING AND EQUIPPING LIBRARIES

For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Administrators (20), Middle managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: GEORGE, Melvin, Librarian, Northeastern Illinois
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Introducation to basic principles involved in planning library quarters. Consideration of factors essential to wise choice of proper equipment and furnishings for libraries.

BUILDINGS AND FACILITIES

WASHINGTON

PLANNING HEALTH SCIENCES LIBRARIES
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, Trustees, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Intermediate
Fees: $30 tuition MLA member; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is intended for those actively planning a new library or remodeling an old one. The syllabus has been completely revised and updated, and it includes all phases of planning from early stages through completion. This course is concerned with planning the larger medical library facility, especially medical school libraries.

Medical Librarianship

WASHINGTON

PLANNING HOSPITAL LIBRARY FACILITIES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: The purpose of this course is to start the hospital librarian on a course of self-education to gain the skills necessary for planning a new or remodeled library. Acquiring self-confidence and finding a power base are emphasized. Methods of gathering and organizing the data and writing a building program are discussed, and each element of the library plan considered. An exercise in reconciling all requirements for space available is done by small groups at the end of class.

Medical Librarianship

CATALOGING & CLASSIFICATION

CALIFORNIA

CATALOGING AND CLASSIFICATION OF NONBOOK MATERIALS
For: Librarians with MLS or more, Students
Sponsor: UCLA Summer Session, Los Angeles, CA 90024
213-825-8355
At: UCLA campus, Los Angeles, CA 90024
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours of student preparation; 3 days a week; application deadline is June 8, 1977
Methods: Information not available
Credit: Graduate credit, no credit option
Recognition: Grade
Level: Intermediate
Fees: Tuition; single and couple living accommodations available on campus
Entrance: Certain pre-requisite courses: GSLIS 410, GSLIS 411
Preparation: None
Teacher: BAUGHMAN, Elizabeth, Senior Lecturer, UCLA
Descriptive: Catalog
Evaluation: No evaluation
Contact: Elizabeth Baughman, UCLA, Los Angeles, CA 90024
213-825-8355
Placement: No
Special Materials: Information not provided
Objectives: Problems in cataloging and classification of selected nonbook materials (e.g., films, maps, pictorial works, sound recordings) as separate collections and integrated collections.

Archives
Art Librarianship

IOWA

BASIC CATALOGING FOR THE SMALL PUBLIC LIBRARY

For: Operating Librarians without MLS, Paraprofessionals
Sponsor: State Library Commission of Iowa
Historical Bldg., Des Moines, IA 50319
515-247-4400
At: Varies
Mode: On demand; classroom presentation
Time: 10 contact hours
Methods: Audio tapes or cassettes, case study materials, discussions, films, lectures, open questions, overhead projection reading materials, TV or video tapes
Credit: Continuing Education Units (1)
Recognition: Certificate
Level: Basic or beginner
Fees: Varies
Entrance: None
Preparation: None
Teacher: Varies
Descriptive: Syllabus
Evaluation: By participants
Contact: Brian Greer
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is designed to

..assist the librarian of the small public library in obtaining an understanding of the nature and function of cataloging

..provide the librarian with the practical skills necessary to organize and catalog a library collection

..expand the librarian's understanding of the importance of having a library collection efficiently organized and attractively processed.

ILLINOIS

STUDIES IN CATALOGING & CLASSIFICATION

For: Librarian with MLS or more (15), Operating Librarians without MLS (15)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Computer-assisted instruction, discussions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335
Entrance: BA,BS Degree
Preparation: None
Teacher: WILLIAMS, Pat, Asst. Professor
Descriptive: Catalog
Evaluation: By an expert
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: Information not provided
Objectives: Advanced study of classification systems with primary emphasis on the Dewey Decimal Classification system. Intensive analysis of the theoretical principles and their practical application to the organization of materials; of information retrieval aspects of on-line cataloging. Exploration of significant developments and changes in the field of technical services.

NEW YORK

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM
For: Librarians with MLS or more (15), Operating Librarians without MLS (20)
Sponsor: Rosary College, Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
315-369-6320
At: Rosary College, Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Lectures, overhead projection
Credit: Graduate credit
Recognition: Grade
Level: Advanced
Fees: $335 tuition
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: KOH, Gertrude, Asst. Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same address and phone as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: In-depth study of the Library of Congress Classification System, including L.C. subject headings, the application of L.C. systems to general and special libraries, and the question of reclassification. Analysis of subject headings and other vocabulary approaches to information. Comparative study of the Library of Congress Classification system and other significant classification systems.

MICHIGAN

OCLC INTRODUCTION

For: Librarians with MLS or more, operating librarians without MLS, graduate students
Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
616-383-1849
At: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
Mode: Intermittent, classroom presentation
Time: 5 days, from 3/19/77 to 4/16/77; 15 contact hours; application deadline is January 3, 1977
Methods: Computer-assisted instruction, discussions, lectures
Credit: Audit or graduate credit
Recognition: Grade
Level: Advanced
Fees: $33.50 per hour for residents; $73.50 per hour for non-residents; no information on living accommodations
Entrance: Basic cataloging course, permission of instructor
Preparation: Information not provided
Teacher: COMARAMI, John, P., Associate Professor, Western Michigan University
Descriptive: Brochure
Evaluation: Internal system of evaluation
Contact: Dr. John P. Comaromi
same address and phone as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: This course will provide an introduction to the Ohio College Library Center's computerized regional library resources. Included will be information on the development of the system; searching, modifying and inputting records for monographs and serials; MARC cataloging; and workflow.

Information Systems & Networks

NEW JERSEY

CATALOGING AND ORGANIZATION OF LIBRARY MATERIALS

For: Library Technicians, Paraprofessionals, Media Specialists
Sponsor: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Pennington Rd., Trenton, New Jersey 08618
609-771-2318
At: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Pennington Rd., Trenton, New Jersey 08618
Mode: Intermittent; classroom presentation
Time: No information provided
Methods: Discussions, laboratory work, lectures, problem sets and exercises, reading materials
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Basic or beginner
Fees: No information on fees or living accommodations provided
Entrance: No information provided
Preparation: None
Teacher: PYPCZNSKI, Penny, Instructor, Trenton State, Trenton, New Jersey
Descriptive: None
Evaluation: External system of evaluation
Contact: Dr. Richard Warner, same phone and address as above
Placement: Yes
Special Materials: Supplied by participant
Objectives:

- to be able to discuss current practices in the organization of print and non-print materials
- analyze managerial aspects of technical services
- to be proficient in classification, cataloging and subject analysis (Dewey and Sears)

Technical Services

TEXAS

LIBRARY OF CONGRESS CLASSIFICATION

For: Librarians with MLS or more (25), Operating librarians without MLS (25), Media specialists; Blacks, Spanish surnamed, Native Americans, and Handicapped are specially recruited

Sponsor: Sam Houston State University, Library Science Dept., P.O. Box 2236, Huntsville, TX 77340
713-295-6211 ext. 2153

At: Sam Houston State University, Library Science Dept., University Library, Avenue I, Huntsville, TX 77340

Mode: Intermittent; classroom presentation, home study or home study/group study, workshop

Time: 2 days, 1/22/77 and 2/5/77; 15 contact hours, 30 hours student preparation; application deadline is 1/10/77 for one hour degree credit, 1/20/77 for noncredit

Methods: Audio tapes or cassettes, discussions, laboratory work, lectures, open questions, overhead projection

Credit: Graduate credit (1), credit toward Post-MLS certificate (1), no credit option

Recognition: Grade, letter

Level: Advanced

Fees: For the three courses being offered tuition is $58 for 1; $66 for 2; $74 for 3; $20 for no credit option: single and couple living accommodations are available on campus

Entrance: BA,BS Degree; a pre-requisite course: Basic Cataloging

Preparation: Materials assigned at first meeting

Teacher: THORNE, Bonnie B., Dr., Assistant Professor, Sam Houston State University

Descriptive: Brochure

Evaluation: Test (when taken for credit)

Contact: Dr. Lesta N. Burt, Library Science Dept., Box 2236, Huntsville, TX 77340
713-295-6211 ext. 2153

Placement: No

Special Materials: Books can be purchased at University Bookstore

Objectives:

1. Catalog a variety of materials using the Anglo American Cataloging Rules, rev. and Library of Congress Subject Headings.
2. Classify a variety of materials using the Library of Congress Classification System.

CATALOGING & CLASSIFICATION

WASHINGTON

MeSH AND NLM CLASSIFICATION

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand, classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 hours student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information on living accommodations given
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by participant
Objectives: At the conclusison of the course, participants will be able to:

1. Discuss the arrangement of NLM Classification and its relationship to the LC Classification.

2. Assign MeSH terms and subheadings to a variety of library materials, and to decide if non-MeSH terms are required for complete subject cataloging.

3. Assign NLM Classification numbers or appropriate LC numbers for materials for the individual's own library.

4. Assess their institution's requirements in terms of needed cataloging tools through discussion of how each may be utilized for cataloging.

5. Assess the possibilities for using authoritative cataloging sources and possibilities for cooperative cataloging in the individual's geographic area.

CATALOGING & CLASSIFICATION

WASHINGTON

PROBLEMS IN MEDICAL CATALOGING AND CLASSIFICATION
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Associaition, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discusssions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Advanced
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: Work experience: cataloging w/MeSH/NLM
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D. same phone and address as above
Placement: No
Special Materials: Supplied by participant
Objectives: This is a course for persons with cataloging and classification experience in the NLM Classification. Topics to be covered include: International Standard Bibliographic Description; problems with form of entry, problems with the use of MeSH and NLM Classification; cataloging policies, and the future of NLM and OCLC as sources of cataloging information.

Medical Librarianship
Technical Services

FLORIDA

BOOK TREK INTO NEW WORLDS: IDEAS FOR YOUR 1977 SUMMER READING PROGRAM

For: Librarians with MLS or more, library technicians, operating librarians without MLS, paraprofessionals
Sponsor: State Library of Florida, R. A. Gray Bldg., Tallahassee, FL 32304 904-488-2088
At: Broward Co. Public Library, Ft. Lauderdale, FL; Selby Public Library, Sarasota, FL; Orlando Public Library; Gainesville Public Library and Panama City Public Library
Mode: Circuit, offered on a regular basis each year; institute
Time: 1 day; dates will be set in February and March, 1977; 6 contact hours, 6 hours total
Methods: Discussions, lectures, open questions, demonstration
Credit: No credit
Recognition: None
Level: Appropriate for all who work with summer reading programs
Fees: None
Entrance: None
Preparation: None
Teacher: BOYLES, Linda, Children's Librarian, Gainesville Public Library and FENTON, Ann, Children's Librarian, Orlando Public Library
Descriptive: Brochure
Evaluation: By participants
Contact: Betty Davis Miller, Youth Services Consultant same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Participants will be able to offer better summer reading programs through improved skills. Participants will be expected to use ideas gained at this workshop in effective displays, programs, and publicity for their community summer reading programs.

Public Relations
Yound Adults, Materials & Services for

CHILDREN, MATERIALS & SERVICES FOR

ILLINOIS

LIBRARY ACTIVITIES FOR CHILDREN
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science
7900 W. Division St., River Forest, IL 60305
315-369-6320
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits, overhead projection, reading materials, slides/filmstrips, TV or video tapes
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided on living accommodations
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: ERDAHL, Jeanne, Instructor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: The development of programs for children and the techniques involved. Includes storytelling, television, films and work with the pre-school child.

Storytelling

ILLINOIS

LIBRARY MATERIALS FOR CHILDREN II
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, films, lectures, open questions, on-site visits, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: NOONON, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Principles of selection, evaluation and use of all media for children in elementary schools and children's departments of public libraries in the areas of social science, biography, science and mathematics. Attention will be given to curriculum trends in elementary schools. Emphasis on analysis of materials.

Selection & Acquisition of Library Materials

ILLINOIS

LIBRARY MATERIALS FOR CHILDREN I

For: Librarians with MLS or more, Operating Librarians without MLS

Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320

At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305

Mode: Offered on a regular basis each year; classroom presentation

Time: Weekly

Methods: Audio tapes or cassettes, discussions, lectures, open questions, on-site visits, overhead projection

Credit: Graduate credit (3)

Recognition: Grade

Level: Information not provided

Fees: $335 Tuition; no information about living accommodations provided

Entrance: BA,BS Degree

Preparation: Information not provided

Teacher: NOONAN, Eileen, Assoc. Prof.

Descriptive: Catalog

Evaluation: Internal system of evaluation

Contact: Patrick Williams, Admissions Officer same phone and address as above

Placement: Yes

Special Materials: None needed

Objectives: Principles of selection, evaluation and use of all media for children in elementary schools and children's departments of public libraries in the areas of picture books, beginning-to read books, language arts, art, and music. Attention will be given to curriculum trends in elementary schools. Emphasis on analysis of materials.

Selection & Acquisition of Library Materials

NEW JERSEY

CHILDREN'S LITERATURE AND STORYTELLING
For: Clericals, Library Technicians, Paraprofessionals, Media Specialists
Sponsor: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Pennington Rd., Trenton, NJ 08625 609-771-2318
At: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Pennington Rd., Trenton, NJ 08625
Mode: Intermittent; classroom presentation
Time: No information provided
Methods: Discussion, films, lectures, open questions, overhead projection, panel presentations, reading materials, slides/filmstrips
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Basic or beginner
Fees: No information given on fees or living accommodations
Entrance: None
Preparation: None
Teacher: PYPCZNSKI, Penny, Instructor, Trenton State, Trenton, New Jersey
Descriptive: No information provided
Evaluation: External system of evaluation
Contact: Dr. Richard Warner
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives:

- to evaluate contemporary materials for children
- to evaluate criteria for various types of literature
- analyze selection aids
- recognize needs and interests of young children
- develop a knowledge of the history of children's literature
- to be able to conduct a storytime

Storytelling

TEXAS

CURRENT LITERATURE FOR CHILDREN AND YOUNG ADULTS
For: Clericals, Librarians with MLS or more, Library Technicians, Operating Librarians wihtout MLS, Library Users, Media Specialists; Blacks, Spanish surnamed, Native Americans, Handicapped, and all interested specially recruited
Sponsor: Sam Houston State University, Library Science Dept., P. O. Box 2231, Huntsville, TX 77340 713-295-6211 Ext. 2153
At: Sam Houston State University, Library Science Dept., University Library, Avenue I, Huntsville, TX 77340
Mode: Intermittent; classroom presentation, workshop
Time: 2 days, from 2/26/77 to 3/19/77; 7.5 contact hours per day or 15 hours, 20 hours reading; application deadline is 1/10/77 for one hour credit, 2/20/77 for non-credit
Methods: Audio tapes or cassettes, discussions, films, lectures, open questions, panel presentations, reading materials, slides/filmstrips, guest authors
Credit: Graduate credit, undergraduate credit, credit toward post-MLS certificate, no credit option
Recognition: Grade, letter, public acknowledgement
Level: Designed to up-date librarians on current literature, but would be of interest to anyone
Fees: Of the three courses offered, tuition is $58 for 1, $66 for 2, $74 for 3; $20 for no credit option; single and couple living accommodations available on campus
Entrance: None for no credit; BA,BS Degree for graduate credit
Preparation: Materials will be assigned at first meeting
Teacher: BURT, Lesta N., Dr., Director, Library Science Dept., Sam Houston University
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. Lesta N. Burt, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon successful completion of this course a participant will be able to:
- select media for spring order
- learn current trends indicated by most current books and other media
- empathize with those of several cultures through various reading and viewing experiences
- become more familiar with trends in the reviewing media to aid in discriminative selection process

Young Adults, Materials & Services for

WASHINGTON

RESEARCH, THE CREATIVE PROCESS, AND CHILDREN'S LITERATURE

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Library Users, Media Specialists, Linguists, Anthropologists
Sponsor: School of Librarianship, University of Washington, 133 Suzzallo Library, FM-30, Seattle, WA 98195 206-543-1794
With: Children's Services Division, Committee on National Planning for Special Collections, ALA
At: University of Washington campus
Mode: Once only; symposium
Time: 2 days, from 6/3/77 to 6/4/77; 20 contact hours; daily; application deadline is May 15, 1976
Methods: Films, lectures, panel presentations
Credit: No credit
Recognition: None
Level: Varied
Fees: $90.00; living accommodations are available on campus
Entrance: None
Preparation: None
Teacher: HIATT, Peter, Dr., Director of the School of Librarianship, University of Wisconsin
Descriptive: Articles, brochure
Evaluation: By participants
Contact: Office of Short Courses and Conferences, Lewis Hall DW-5, University of Washington, Seattle, WA 98195 543-5280
Placement: No
Special Materials: None needed
Objectives: To explore the relationship of the creative process in children's literature and the role of research in that process.

Research

WISCONSIN

SEMINAR IN CHILDREN'S LITERATURE

For: Operating Librarians without MLS, Media Specialists, Elementary Teachers

Sponsor: University of Wisconsin/Eau Claire,
Department of Library Education and Media Education,
Eau Claire, WI 54701
715-836-5831

At: Department of Library Education and Media Education, University of Wisconsin-Eau Claire, Eau Claire, WI 54701

Mode: Continuous; seminar

Time: 15 days, during the summer session; approximately 45 contact hrs., 90 preparation hrs., 140 total hrs.; daily

Methods: Discussions, films, lectures, reading materials, slides/filmstrips, TV or video tapes

Credit: Graduate credit (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: $44.00 credit (resident); Board and room: $40.00 per week (double rate); living accommodations on campus available

Entrance: BA, BS Degree; basic course in children's literature or consent of instructor

Preparation: Information not provided

Teacher: BEKKEDAL, Dr. Tekla, Associate Professor, Department of Library Science and Media Education, University of Wisconsin-Eau Claire

Descriptive: Information not provided

Evaluation: By participants

Contact: Dr. Tekla Bekkedal, same address and phone as above

Placement: No

Special Materials: None needed

Objectives: The objectives of this course are for the participant to: gain a wider knowledge of the area of children's literature; be better able to evaluate the contents of books, both from a general point of view and in terms of the portrayal of various racial and/or ethnic groups, of sex roles, and of other categories by which characters are described; develop a competency in one or more areas of literature of particular interest to the participant.

CHURCH LIBRARIANSHIP

ILLINOIS

THEOLOGICAL LIBRARIANSHIP

For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Middle Managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Seminar
Time: Weekly
Methods: Discussions, lectures, open questions, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided on living accommodations
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: SMITH, Rev. C. H., Prof. of Bibliography, McCormick Theological, Chicago
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same address and phone as above
Placement: Yes
Special Materials: None needed
Objectives: Consideration will be given to such areas as the role of the library in education for ministry, theological reference materials, budgetary control, and other aspects of seminary, library administration; sources, and problems in classification and cataloging; attention will also be given to the development of a theological point of view on information science. Basic library course in reference and cataloging are pre-requisites.

Special Librarianship

CHURCH LIBRARIANSHIP

WISCONSIN

THE CHURCH LIBRARY

For: Library Technicians, operating librarians without MLS, paraprofessionals
Sponsor: University of Wisconsin, Eau Claire, WI 54701 715-836-2635
At: Information not provided
Mode: Intermittent
Time: 10 days, 30 contact hours, 60 hours of student preparation, 90 hours total; weekly, no application deadline
Methods: Audio tapes or cassettes, discussions, diagnostic tests, films, laboratory work, lectures, open questions, on-site visits, overhead projection, problem sets and exercises, reading materials, slides/filmstrips
Credit: Undergraduate credit (2)
Recognition: Grade
Level: Basic or beginner
Fees: $44/credit tuition, $285.00 board; living accommodations available on campus, singles and doubles
Entrance: None
Preparation: None
Teacher: THOMPSON, Glenn, Dr., Associate Professor, Department of Library Science and Media Education, University of Wisconsin-Eau Claire
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. Glenn Thompson
Placement: No
Special Materials: Supplied by sponsor
Objectives: Participants are to acquire knowledge and skills which enable them to organize and to operate a church library. The course is intended for librarians with minimal training and experience and it emphasizes the needs of small or undeveloped libraries.

COMMUNICATION OF KNOWLEDGE

WASHINGTON, D.C.

ORAL HISTORY
For: Librarians with MLS or more (15), Media Specialists
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; seminar
Time: 15 days, from 1/10/77 to 4/2/77; 37.5 contact hours, 112.5 hours student preparation, 150 hours total; weekly; application deadline is 1/5/77
Methods: Audio tapes or cassettes, field experience, laboratory work, interviews
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3)
Recognition: Grade
Level: Basic or beginner
Fees: $110 per credit hour; single living accommodations available on campus
Entrance: MLS Degree; BA,BS Degree
Preparation: None
Teacher: KEY, Betty McKeever, Maryland Historical Society
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John Gilheany, Department of Continuing Education, Catholic University, Washington, D.C. 20064 202-635-5256
Placement: No
Special Materials: Audio tapes, supplied by participant
Objectives: To introduce librarians to the production, maintenance, and use of oral history materials. Upon completion of the course, students will be able to: conduct an oral history interview, transcribe and process it for library use; trace the development of oral history as a research tool; identify sources, reference tools, and repositories for oral history materials; identify legal and ethical aspects a librarian must consider in the use of oral history materials; describe and suggest solutions to the problems in accessioning, processing, and managing oral history materials.

Archives
History of Books, Printing and Libraries
Research

COMMUNICATIONS

ILLINOIS

COMMUNICATIONS
For: Librarians with MLS or more, Administrators, Middle managers
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: WILLIAMS, P., Asst. Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: Information not provided
Objectives: An introduction to communication processes and systems including a survey of theories, analysis of media impact and influence and discussion of special problems, such as mass media and communication control.

Communication of Knowledge

COMMUNICATIONS

NEW YORK

LIBRARIANS AS FORMAL/INFORMAL COMMUNICATORS
For: Librarians with MLS or more, Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
Mode: Once only; workshop
Time: 1 day, 4/1/77; 6.5 contact hours; application deadline is 3/25/77
Methods: Discussions, lectures, TV or video tapes
Credit: No credit
Recognition: None
Level: For all levels
Fees: $12.00; no living accommodations available on campus
Entrance: MLS degree
Preparation: None
Teacher: HEWITT, Ryland H., Director, Capitol Area Speech Center
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Designed for all librarians interested in improving communication skills. Includes sessions on how to communicate at staff meetings, public meetings, and conferences. Videotape and discussion panels on librarian/patron relationships, e.g., what to do when a patron is hostile, anxious, too talkative, etc.

Public Librarianship

TEXAS

CONSULTANT SKILLS WORKSHOP

For: Library Consultants
Sponsor: Southwestern Library Association/Continuing Education for Library Staffs (SWLA/CELS), 7371 Paldao Drive, Dallas, TX 75240
214-234-1555
At: Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Mode: On demand
Time: 2 days; 15 contact hours
Methods: Discussions, games, lectures, open questions, panel presentations, role-playing exercises, simulation methods
Credit: No credit
Recognition: Certificate
Level: Basic or beginner
Fees: Depends on co-sponsor
Entrance: Working as library consultant
Preparation: Readings prior to program, questionnaire
Teacher: O'DONNELL, Peggy, CELS Coordinator, Southwestern Library Association, and FINE, Sara, Professor of Communication, Smith College
Descriptive: No information provided
Evaluation: By participants
Contact: Peggy O'Donnell, same phone and address as above
Placement: No
Special Materials: No information provided
Objectives:

Training Objectives:

1. To acquaint participants with the human skills necessary to the consulting process.
2. To allow participants to practice these skills in a simulated environment.
3. To acquaint participants with the techniques of problem solving.
4. To acquaint participants with the techniques of group interaction.
5. To make participants aware of the sources available that provide technical assistance on library problems and how they can be used in the consulting process.
6. To provide an opportunity for participants to discuss and share their experiences in the consultant role.

WASHINGTON

WORKING IN COMMITTEES AND GROUPS
For: No target, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand, classroom presentation
Time: 2 days, 6/11/77 and 6/12/77; 14 contact hours, 4 hours student preparation time, 18 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (1.4)
Recognition: Certificate
Level: Basic or beginner
Fees: $60 MLA member tuition, $90 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

Administration and Management
**Public Relations

CONSERVATION & PRESERVATION OF LIBRARY MATERIALS

ARKANSAS

PLANNING AND IMPLEMENTATION OF LIBRARY SECURITY TECHNIQUES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers
Sponsor: Dr. D. Bruce Robinson, Box 1228, Southern Arkansas University, Mangnolia, AR 71753 501-234-5120 x260
At: Optional
Mode: Offered on a regular basis each year; seminar
Time: 1 day; optional dates; 6 - 8 contact hours; 6 - 8 total hours; no application deadline
Methods: Discussions, lectures, overhead projection, slides/filmstrips
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: Expenses only, for teacher; no information about living accommodations
Entrance: Library work experience
Preparation: None
Teacher: ROBINSON, Bruce, D., Dr., Southern Arkansas University
Descriptive: Syllabus
Evaluation: No evaluation
Contact: Dr. D. Bruce Robinson, Box 1228 Southern Arkansas University, Magnolia, Arkansas 71753
Placement: No
Special Materials: Slide projector, overhead projector, supplied by teacher
Objectives: Upon completion of this seminar participants will have a basic understanding of how to (1) assess security needs, and (2) implement recommended library security techniques in their library.

Academic Librarianship
Administration and Management
Buildings and Facilities

CALIFORNIA

CARE AND REPAIR OF LIBRARY MATERIALS

For: Clericals (20), Library Technicians, Operating Librarians without MLS, Paraprofessionals
Sponsor: San Bernardino Valley College, Library Division
701 S. Mt. Vernon Ave., San Bernardino, CA 92403
714-885-0231
At: San Bernardino Valley College, Library Division
701 S. Mt. Vernon Ave., San Bernardino, CA 92403
Mode: Intermittent; classroom presentation
Time: 17 days, from 2/3/77 to 6/10/77; 16 contact hours, 32 hours student preparation, 68 hours total; weekly
Methods: Discussions, field experience, laboratory work, lectures, open questions, on-site visits, reading materials
Credit: Undergraduate credit (2)
Recognition: Grade
Level: Basic or beginner
Fees: $5.00
Entrance: None
Preparation: None
Teacher: DONOVAN, Charles P., Reference Librarian, San Bernardino Valley College
Descriptive: Brochure
Evaluation: By participants, internal system of evaluation
Contact: Information not provided
Placement: No
Special Materials: Supplied by sponsor
Objectives: Instruction in the binding and repair of books, pamphlets and magazines in accordance with library needs, care of library materials, and background information on the history of printing and bookbinding. Students would be prepared to repair general library materials or their own collections.

Library Technicians, Programs for

CONSERVATION & PRESERVATION OF LIBRARY MATERIALS

ILLINOIS

For: Librarians with MLS or more, administrators, maximum 20
Sponsor: University of Illinois, Graduate School of Library Science, Urbana, IL 61801
(217) 333-3280
At: Newberry Library, 60 W. Walton Street, Chicago, IL 60610
Mode: Offered on a regular bases every other year; classroom presentation
Time: 20 days, from 7/-1/77 to 8/5/77; 64 contact hours, 50 hours of student preparation time, 125 total hours; meet daily; application deadline is July 11, 1977 or when class is filled
Methods: Case study materials, discussions, laboratory work, lectures, on-site visits, overhead projection, problem sets and exercises, reading materials, slides/filmstrips
Credit: Graduate credit (1) unit, credit towards post-MLS certificate (1) unit
Recognition: Grade
Level: Intermediate
Fees: $88 tuition; no living accommodations available on campus
Entrance: MLS degree preferred, BA,BS degree minimum
Preparation: None
Teacher: BANKS, Paul N., Conservator, Newberry Library
Descriptive: News release
Evaluation: By participants
Contact: Richard F. Casper, University of Illinois Office of Continuing Education, 200 W. Golf Rd., Mt. Prospect, IL 60056
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon successful completion of this course participants are expected to be able to: analyze a book or other piece of library material which needs repair, and to decide what course of action should be followed; analyze a research library's needs for conservation and make suitable recommendations; express the long-run implications of each of several possible methods of conserving research library materials.

Academic Librarianship
Archives
Rare Book Librarianship

MICHIGAN

INTRODUCTION TO HAND BOOKBINDING TECHNIQUES

For: Librarians with MLS or more
Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
616-383-1849
At: Western Michigan University, Waldo Library, Room 2032, Kalamazoo, MI 49008
Mode: Intermittent, workshop
Time: From 3/22/77 to 4/19/77; 15 contact hours; weekly; application deadline is January 3, 1977
Methods: Discussions, films, laboratory work, lectures, open questions, personalized system of instruction, TV or video tapes
Credit: Graduate credit (1)
Recognition: Grade
Level: Basic or beginner
Fees: No information provided on cost; single and couple living accommodations available
Entrance: BA, BS Degree
Preparation: Materials to be brought
Teacher: BERNEIS, Mrs. Regina F., Librarian, Asst. Professor, Western Michigan University
Descriptive: Brochure
Evaluation: By participants
Contact: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
616-383-1849
Placement: Information not provided
Special Materials: Some small tools; supplied by sponsor
Objectives: Upon completion of this course, the individual will be:

1. more acutely aware of the necessity for instituting preservation measures;

2. will be able to identify priorities in a particular collection, and

3. will be able to do some elementary binding where necessary.

Know the elements that constitute good bookbinding practice, the individual will be better able to evaluate restoration problems and determine ccurses of action.

WASHINGTON

PRESERVATION OF LIBRARY MATERIALS

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: A course designed to familiarize registrants with basic preservation measures. For the 1976 meeting, each section had a different emphasis: The Saturday section will cover fine binding and the preservation of archival materials, including the special preservation problems encountered in rare book collections and manuscript collections. The Sunday section will consist of an introduction to basic preservation measures including non-book materials. Routine maintenance of modern collections, with emphasis on the care and repair of modern bindings, and a discussion of common preservation problems will be included.

Medical Librarianship
Rare Book Librarianship

OKLAHOMA

GREAT LIBRARIES TOUR

For: Librarians with MLS or more, operating librarians without MLS, paraprofessionals, administrators, middle managers, trustees, students
Sponsor: Oklahoma State University, University Library and Department of Library Science, Stillwater, OK 74074 405-624-6321
At: Oklahoma State University, Library, Stillwater, Oklahoma, 74074
Mode: On demand, travel, on-site visits
Time: 11 to 13 days, 60 contact hours, 15 hours student preparation time, 75 total hours; daily; application deadline not yet scheduled
Methods: discussions, lectures, on-site visits, personalized system of instruction, reading materials
Credit: Audit (1), continuing education units (2), credit toward Post-MLS Certificate (2)
Recognition: Letter, public acknowledgement
Level: Basic or beginner, intermediate, advanced
Fees: $25/hr. tuition, other fees about $475, total about $525.00
Entrance: High school diploma
Preparation: Readings prior to program
Teacher: ROUSE, Dr. Roscoe, Director of Libraries, Oklahoma State University
Descriptive: Articles, brochure
Evaluation: No evaluation
Contact: Dr. Roscoe Rouse
same address and phone as above
Placement: Information not provided
Special Materials: Supplied by participant
Objectives: It is the goal of the Great Libraries Tour to build into the curriculum of the student in Library Science a unique kind of enrichment, a comparative study of library systems, a variety of experiences which he/she cannot gain in the classroom. On site visits to many of the nation's great libraries with lectures delivered by their librarians "behind the scenes" cannot be duplicated for benefits gained by the students.

WASHINGTON

TEACHING SKILLS FOR LIBRARY EDUCATORS

For: Librarians with MLS or more, Operating Librarians without MLS, Ph.D students, prospective CE or Staff Development Teachers, maximum 25

Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456

At: Seattle, Washington

Mode: On demand; classroom presentation

Time: 2 days, 6/11/77 and 6/12/77; 14 contact hours, 4 hours student preparation, 18 hours total

Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials, role-playing exercises

Credit: Continuing Education Units (1.4)

Recognition: Certificate

Level: Intermediate

Fees: $60 MLA member tuition; $90 non-member tuition; no information given on living accommodations

Entrance: Ph.D. students, present or planning teaching or staff development experience

Preparation: Readings prior to program

Teacher: Drawn from pool of subject experts with teaching experience

Descriptive: Catalog, syllabus

Evaluation: By participants

Contact: Julie A. Virgo, Ph.D.
same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives:

1. To provide participants with an overview of each of the following topics, with guidance for personal follow-up:

    a. Basic Teaching Skills
    b. Adult Learning
    c. Developing Educational Objectives

2. To provide personal experience for each registrant in area 3 (above) through lab session(s).

3. To describe several innovative strategies for improving adult learning, with guidance for personal follow-up.

4. To provide personal experience for each registrant in two or three of these strategies through

demonstration, individual participation, and group interaction.

Educational Technology
Staff Development

MASSACHUSETTS

EVALUATION OF ON-LINE DATA BASES
For: Administrators, Middle Managers, Information Science Specialists
Sponsor: School of Library Science, Simmons College,
300 The Fenway, Boston, MA 02115
617-738-22223
At: School of Library Science, Simmons College,
Boston, MA 02115
Mode: Once only; institute, tutorial
Time: 1 day, 3/29/77; approximately 7 contact hours, 0 preparation hours, 7 total hours; application deadline is 3/25/77
Methods: Computer-assisted instruction, lectures, open questions, overhead projection, team teaching
Credit: None
Recognition: Certificate
Level: Intermediate
Fees: Estimated $60
Entrance: None
Preparation: None
Teacher: LANCASTER, F. W., Professor, U. of Illinois
Descriptive: Brochure
Evaluation: By participants, internal system of evaluation
Contact: T. W. Sineath, School of Library Science, Simmons College, Boston, MA 02115
Placement: No
Special Materials: Information not provided
Objectives: Evaluate on-line data-bases.

Evaluation (Techniques & Methods)

NEW YORK

STRUCTURE OF INDIVIDUAL DATA FILES: INSTITUTE FOR SCIENTIFIC INFORMATION (SCIENCE SEARCH AND SOCIAL SCIENCE SEARCH)

For: Librarians with MLS or more (25), Technical Information Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.
Albany, NY 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, NY 12222
Mode: Once only
Time: 1 day, 3/4/77; 6.5 contact hours, 6.5 hours total; application deadline is 2/25/77
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: Advanced
Fees: $25.00; no living accommodations available on campus
Entrance: MLS Degree; 1 session of Computer-Based Bibliographic Searching Workshop or experience in data base searching
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

Reference

NEW YORK

COMPUTER-BASED BIBLIOGRAPHIC SEARCHING: BRS STAIRS SYSTEM
For: Librarians with MLS or more (15), Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
Mode: Once only; workshop
Time: 1 day, 2/11/77; 6.5 contact hours, 6.5 hours total; application deadline is 2/4/77
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: For all levels
Fees: $30.00; no living accommodations available on campus
Entrance: MLS Degree
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: One of three all-day workshops designed for both the inexperienced beginner and for experienced searchers who want to learn another system. Each session includes lectures, demonstrations, and on-line practice.

Reference

DATA BASES

NEW YORK

COMPUTER-BASED BIBLIOGRAPHIC SEARCHING:
LOCKHEED DIALOG SYSTEM
For: Librarians with MLS or more (15), Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
518-457-8575
At: School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
Mode: Once only; workshop
Time: 1 day, 2/4/77; 6! contact hours, 6! hours total; application deadline is January 26, 1977
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: For all levels
Fees: $30.00; no living accommodations available on campus
Entrance: MLS Degree
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: One of three all-day workshops designed both for the inexperienced beginner and for experienced searchers who want to learn another system. Each session includes lectures, demonstrations, and on-line practice.

Reference

DATA BASES

NEW YORK

STRUCTURE OF INDIVIDUAL DATA FILES: INSTITUTE FOR SCIENTIFIC INFORMATION (SCIENCE SEARCH AND SOCIAL SCIENCE SEARCH)
For: Librarians with MLS or more (25), Technical Information Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, NY 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, NY 12222
Mode: Once only
Time: 1 day, 3/4/77; 6! contact hours, 6! hours total; application deadline is 2/25/77
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: Advanced
Fees: $25.00; no living accommodations available on campus
Entrance: MLS Degree; 1 session of Computer-Based Bibliographic Searching Workshop or experience in data base searching
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

Reference

DATA BASES

NEW YORK

STRUCTURE OF INDIVIDUAL DATA FILES:
CONGRESSIONAL INFORMATION SERVICE
(CIS/AMERICAN STATISTICS INDEX)

For: Librarians with MLS or more (25), Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, New York 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, New York 12222
Mode: Once only;workshop
Time: 1 day, 3/25/77; 6.5 hours, 6.5 hours total; 3/18/77
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: Advanced
Fees: $25.00; no living accommodations available on campus
Entrance: MLS Degree
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

NEW YORK

STRUCTURE OF INDIVIDUAL DATA FILES:
NATIONAL LIBRARY OF AGRICULTURE (CAIN)
For: Librarians with MLS or more (25), Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, New York 12222
518-457-8575
At: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, NY 12222
Mode: Once only; workshop
Time: 1 day,3/18/77; 6.5 contact hours; application deadline is 3/11/77
Methods: Lectures, demonstration
Credit: No credit
Recognition: None
Level: Advanced
Fees: $25.00; no living accommodations available
Entrance: MLS Degree; 1 session of Computer-Based Bibliographic Searching Workshop; data-base searchline work experience
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

NEW YORK

STRUCTURE OF INDIVIDUAL DATA FILES:
NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)
For: Librarians with MLS or more (25), Information Science Specialists
Sponsor: State University of New York of Albany, School of Library and Information Science, 1400 Washington Ave.,
Albany, NY 12222
518-457-8575
At: State University of New York of Albany, School of Library and Information Science, 1400 Washingto Ave.,
Albany, NY 12222
Mode: Once only; workshop
Time: 1 day, 2/18/77; 6.5 contact hours, 6.5 hours total; application deadline is 2/11/77
Methods: No information provided
Credit: No credit
Recognition: None
Level: Advanced
Fees: $25.00; no living accommodations available on campus
Entrance: MLS Degree; 1 session of Computer-Based Bibliographic Searching Workshop
Preparation: None
Teacher: BURGESS, Robert, Professor, School of Library and Information Science, SUNYA
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

EDUCATION FOR LIBRARIANSHIP

LOUISIANA

LIBRARY SCIENCE
For: No target
Sponsor: Our Lady of Holy Cross College,
Department of Education, 4123 Woodland Drive,
New Orleans, LA 70114
(504) 394-7744
At: Information not provided
Mode: Offered on a regular basis each year; classroom presentation
Time: 2.5 contact hours weekly
Methods: Audio tapes or cassettes, discussions, field experience, films, games, laboratory work, lectures, open questions, on-site visits, overhead projection, panel presentations, picture boards, programmed instruction, problem sets and exercises, reading materials, role-playing exercises, slides/filmstrips, TV or video tapes
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Intermediate
Fees: Tuition; no living accommodations available on campus
Entrance: None
Preparation: None
Teacher: EASON, Sister Evelyn, Librarian
Descriptive: Catalog, syllabus
Evaluation: By participants, internal system of evaluation
Contact: Sister Ann Louise Arno, Registrar
Our Lady of Holy Cross College
same address and phone as above
Placement: No
Special Materials: None needed
Objectives: Our Lady of Holy Cross College offers a minor (18 hours) in Library Science. This program fulfills the requirements of the state of Louisiana for certification as a librarian. Upon completion of the program, the student will have learned the principles of library organization, administration, acquisition, finance, building and equipment. He will have had experience in all phases of library management, including the teaching of lessons and the use of the library to high school or elementary classes.

Children, Materials & Services for
Introduction to Librarianship
School/Media Librarianship

NEW YORK

CONFERENCE ON EDUCATION FOR INFORMATION SCIENCE: STRATEGIES FOR CHANGE IN LIBRARY SCHOOL PROGRAMS

For: Technical information specialists, information science specialists, library school educators
Sponsor: State University of New York at Albany,
School of Library and Information Science,
1400 Washington Ave., Albany, NY 12222
518-457-8843
At: State University of New York at Albany
Mode: Conference
Time: 2 days, from 4/24/77 to 4/25/77; daily
Methods: Information not provided
Credit: Information not provided
Recognition: Information not provided
Level: Information not provided
Fees: Information not provided
Entrance: Information not provided
Preparation: Information not provided
Teacher: Information not provided
Descriptive: Information not provided
Evaluation: Information not provided
Contact: Irving M. Klempner
518-457-8843
Placement: Information not provided
Special Materials: Information not provided
Objectives: Information not provided

Information Science

WISCONSIN

CLASSROOM UTILIZATION OF EDUCATIONAL RADIO AND TELEVISION

For: Librarians with MLS or more, operating librarians without MLS, paraprofessionals, administrators, middle managers, media specialist, maximum 15

Sponsor: University of Wisconsin at Eau Claire, Dept. of Library Science and Media Education, Eau Claire, WI 54701 715-836-5831

At: University of Wisconsin at Eau Claire, Dept. of Library Science and Media Education, Eau Claire, WI 54701

Mode: Intermittent; workshop

Time: Fall or spring semester; 45 contact hours, 90 hours of student preparation time, 135 total hours; weekly; no application deadline given

Methods: Audio tapes or cassettes, discussions diagnostic tests, films, laboratory work, lectures, open questions, overhead projection, problem sets and exercises, slides/filmstrips, TV or video tapes

Credit: Graduate credit (3), undergraduate credit (3)

Recognition: Grade

Level: Basic or beginner

Fees: $130.50 tuition; living accommodations available for singles and couples

Entrance: Consent of instructor

Preparation: None

Teacher: BUCK, Richard, R., Assistant Professor, University of Wisconsin at Eau Claire

Descriptive: Brochure

Evaluation: By participants

Contact: Dr. Glenn Thompson
same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives: Participants are to acquire knowledge and skills which will enable them to effectively untilize television and radio programs in the classroom. The course also presents basic skills in operating a television camera and participants will be able to make a videotape recording with a single camera and existing light.

Communications
School/Media Librarianship

WISCONSIN

EVALUATION OF LIBRARIES

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers
Sponsor: University of Wisconsin-Madison Library School, Helen White Hall, Madison, WI 53706
608-263-2900
At: University of Wisconsin-Madison Library School, Helen White Hall, Madison, WI 53706
Mode: Continuous; classroom presentation
Time: 20 days, from 6/20/76 to 7/15/76; 45 contact hours, 100 hours of student preparation time; daily; application deadline is 6/1/76
Methods: Discussions, field experience, lectures, reading materials
Credit: Audit (0), Graduate credit (3), Credit towards Post-MLS Certificate (3)
Recognition: Grade
Level: Intermediate
Fees: $180 tuition for residents; $561 non-resident tuition; single and couple living accommodations are available on campus
Entrance: Basic core courses
Preparation: No information provided
Teacher: KRIKELAS, James, Assoc. Prof., University of Wisconsin-Madison Library School
Descriptive: Brochure
Evaluation: By participants
Contact: Mrs. Phyllis Boyle, same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: No information provided

Administration and Management

FEDERAL LIBRARIANSHIP

WASHINGTON, D.C.

FEDERAL LIBRARY ADMINISTRATION

For: Librarians with MLS or more, Administrators, Middle Managers

Sponsor: Department of Library Science, Catholic University,

At: Department of Library Science, Catholic University of America, Washington, D.C. 20064

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 15 days, from 9/6/77 to 12/19/77; 37.5 contact hours, 112.5 hours of student preparation, 150 hours total;weekly; application deadline is 8/31/77

Methods: Case study materials, discussions, lectures, open questions

Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3)

Recognition: Grade

Level: Advanced

Fees: $110 per credit hour; single living accommodations available on campus

Entrance: MLS Degree, course in Special Librarianship or comparable work experience

Preparation: None

Teacher: CYLKE, Frank Kurt, Chief, Division for the Blind and Physically Handicapped, Library of Congress

Descriptive: Catalog, syllabus

Evaluation: By participants

Contact: Dr. John J. Gilheany, Department of Continuing Education, Washington, D.C. 20064
202-635-5256

Placement: No

Special Materials: None needed

Objectives: To examine relevant management techniques and tools useful to the librarian practicing in a governmental environment. Primary consideration will be given to budget formulation and presentation, procurement and contracting procedures, personnel recruitment and selection, labor relations, resource sharing, and interagency cooperative agreements.

Administration and Management
Governmental Relations Pertinent to Libraries

FLORIDA

FLORIDA STATE DOCUEMNTS DEPOSITORY CONFERENCE

For: Librarians with MLS or more, library personnel who work with their Florida State documents in depository libraries

Sponsor: State Library of Florida, Documents Section
R. A. Gray Bldg., Tallahassee, FL 32304
904-488-2088

At: Florida State Library
R. A. Gray Bldg., Tallahassee, FL 32304

Mode: Offered on a regular basis each year; institute

Time: 1 day; 7 contact hours, 7 hours total

Methods: Discussions, lectures, open questions

Credit: No credit

Recognition: None

Level: As requested by depository libraries

Fees: None

Entrance: MLS degree and be a member of depository library personnel

Preparation: None

Teacher: PAUL, Patty, Head, Documents Section, State Library of Florida

Descriptive: None

Evaluation: By participants

Contact: Patty Paul, Head, Documents Section same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives: Upon successful completion of this conference participants will bring better operational management to their state documents depository collection. They will be more conversant in the use of state documents and thus serve library patrons more effectively.

Public Services
Reference
State Library Agency Work

ILLINOIS

GOVERNMENT PUBLICATIONS AND LIBRARY SERVICES
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Middle managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA, BS Degree, a pre-requisite course: L.S. 500 Reference and Bibliography
Preparation: None
Teacher: BRACE, William, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Selection and acquisition of government publications; their organization and use for reference purposes.

Governmental Relations Pertinent to Libraries
Reference
Selection & Acquisition of Library Materials

WASHINGTON, D.C.

INSTITUTE ON THE LIBRARY AND THE POLITICAL PROCESS

For: Librarians with MLS or more, Administrators, Middle Managers, Trustees; maximum 50
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, 50 Caldwell Hall, Washington, D.C. 20064
Mode: Continuous, offered on a regular basis each year; institute
Time: 10 days, from 6/27/77 to 7/8/77; approximately 60 contact hours, 40 preparation hours, 120 hours total; daily; application deadline is 6/14/76
Methods: Discussions, field experience, on-site visits, reading materials, simulation methods
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85 per credit hour; living accommodations available on campus for singles
Entrance: BA, BS, MLS Degree
Preparation: Readings prior to program
Teacher: FRASE, Robert, Consulting Economist; and TREZZA, Alphonse, Executive Director, NCLIS
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To provide students with first-hand observation of governmental processes and forces affecting libraries and information centers; to help students become aware of legislative activity among librarians. Upon successful completion of the Institute, students should be able to: define the role of the librarian in relation to the governmental process at the local, state, and national levels; identify library legislation and federal laws with library implications currently under consideration; describe the role and function of the ALA Washington Office; demonstrate the lobbying process in our governmental framework; design a legislative workshop or Governor's Conference for the state or local level; assume active roles in library community legislative networks.

WASHINGTON, D.C.

INSTITUTE ON FEDERAL LIBRARY RESOURCES
For: Librarians with MLS or more, Administrators, Middle Managers, Trustees; maximum 50
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, 50 Caldwell Hall, Washington, D.C. 20064
Mode: Continuous, offered on a regular basis each year; institute
Time: 10 days, from 8/15/77 to 8/26/77; approximately 80 contact hours, 40 preparation hours, 120 hours total; daily; application deadline is 8/8/77
Methods: Field experience, lectures, on-site visits, panel presentations, reading materials
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $255; Other fees: $10; living accommodations on campus available for singles
Entrance: BA, BS, MLS Degree
Preparation: Readings prior to program
Teacher: CYLKE, Frank Kurt, Chief, Division of the Blind and Physically Handicapped, Library of Congress
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064 202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To familiarize students with major concepts of library operations and services and the mechanisms that promote the utilization of Federal library resources. Upon successful completion of the course, the students should be able to: identify the role of federal libraries, information centers, and data banks in the federal community, research community, and national library community; describe the resources, publications, and specialized services provided by federal libraries and information centers to non-government libraries and the general public; compare the in-operation or in-process development of the major Federal library and information service programs, such as MEDLARS, MARC, RECON and NOAA; describe the functions performed by the Federal Library Committee; identify resources available through major government clearinghouses, such as ERIC and NTIS.

ILLINOIS

COPYRIGHT AND LIBRARIES
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers; maximum 25
Sponsor: University of Illinois, Graduate School of Library Science, Urbana, IL 61801
(217) 333-3280
At: University of Illinois, Chicago Circle campus, Chicago, Illinois 60607
Mode: Once only; classroom presentation
Time: 17 days, from 6/27/77 to 7/20/77; 42 contact hours, 80 hours of student preparation time, 122 total hours; meet daily; application deadline is June 27, 1977 or when class is filled
Methods: Discussions, lectures, reading materials, term paper
Credit: Graduate credit (1 unit), credit toward post-MLS certificate (1 unit)
Recognition: Grade
Level: Basic or beginner
Fees: $88 tuition; single living accommodations available a mile away from campus with bus service
Entrance: BA, BS Degree
Preparation: None
Teacher: NASRI, William, Z., Assoc. Prof., Graduate School of Library and Information Science, University of Pittsburgh, (412) 624-5230
Descriptive: News realease
Evaluation: By participants
Contact: Richard F. Casper, University of Illinois
Office of Continuing Education
300 W. Golf Road, Mt. Prospect, IL 60056
(312) 255-3320
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon successful completion of this course participants are expected to be able to: describe the history of copyright in the U.S., explain the new copyright law, and relate in detail the likely effect of the new law in libraries.

Public Services
Publishing

NEW YORK

LIBRARIANS AND THE POLITICAL PROCESS

For: Librarians with MLS or more, Information Science Specialists
Sponsor: State University of New York at Albany, School of Library and Information Science, 1400 Washington Ave., Albany, NY 12222
518-457-8575
At: State University of New York at Albany, School of Library and Inforamtion Science, 1400 Washington Ave., Albany, New York 12222
Mode: Once only; workshop
Time: 1 day, 4/15/77; 6.5 contact hours, 6.5 hours total; application deadline is 4/8/77
Methods: Lectures
Credit: No credit
Recognition: None
Level: For all levels
Fees: $15.00; no living accommodations available on campus
Entrance: MLS degree
Preparation: None
Teacher: HODUSKI, Bernadine B.
Descriptive: Brochure
Evaluation: By participants
Contact: Lucille Whalen, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This workshop is designed to be of interest to all librarians who work with federal government publications. Ways in which librarians can devise and create strategies for making both Congress and the executive agencies more responsive to user needs. Suggestions by which librarians may adopt tactics that will make the federal government provide better access to official information. The role of the librarian in effective pressure activities will be an emphasis of the presentation.

Federal Librarianship
Government Documents

GRANTSMANSHIP

PENNSYLVANIA

WORKSHOP ON GRANTSMANSHIP
For: Librarians with MLS or more, administrators, middle managers
Sponsor: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
717-787-8007
At: (tentative) 1. Whitehall-Allentown, George Washington Motor Lodge; 2. New Stanton, Holiday Inn, other hotels; 3. Harrisburg, Treadway Resort Inn and Penn Harris Motor Inn
Mode: Circuit; workshop
Time: 3 2-day workshops, from 3/29/77 - 3/30/77; from 4/14/77 - 4/15/77; from 4/28/77 - 4/29/77; and 1 3-day workshop from 5/2/77 - 5/4/77
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises
Credit: No credit
Recognition: Public acknowledgement
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: Information not provided
Teacher: Not finalized
Descriptive: Syllabus
Evaluation: By participants, internal system of evaluation
Contact: Ataur Faruquee, same address and phone as above
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: The workshop is designed to expose librarians to the basic mechanics of grantsmanship. It will involve state administered programs and federal avenues of funding as well as foundation grants. The participants will explore funding proposals as related to their local needs. They will develop and submit proposals to the instructors for post-workshop critiquing.

Participants will learn. . .

1. To identify and document needs for which federal funding and foundation grants are available.
2. To identify the basic principles and mechanics of state administered and federal funding procedures.
3. To screen facts needed to get a foundation grant.
4. To differentiate between the basic elements of program design and development relative to creative grantsmanship.
5. To analyze the guidelines, programmatic procedures, and regulation of the various funding projects.

6. To identify the various titled programs as well as their sources of funding.

7. To develop a funding proposal.

8. To evaluate sample proposals developed by instructors.

GRANTSMANSHIP

TEXAS

GETTING GRANTS

For: No information provided

Sponsor: Southwestern Library Assn./CELS Project (SWLA/CELS), 7371 Paldao Drive, Dallas, TX 75240
214-234-1555

At: Arizona, Arkansas, Louisiana, Oklahoma, New Mexico, Texas

Mode: On demand; workshop

Time: 2 days, 12 contact hours

Methods: Case study materials, discussions, games, lectures, open questions, team teaching

Credit: No credit

Recognition: Certificate

Level: Basic or beginner

Fees: Depends on co-sponsor

Entrance: None

Preparation: Readings prior to program

Teacher: SHELDON, Brooke, and O'DONNELL, Peggy, Library Consultant

Descriptive: No information provided

Evaluation: By participants, internal system of evaluation

Contact: Peggy O'Donnell, same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives: Participants follow the process of proposal writing from needs assessment to evaluation through a series of group exercises in which they develop actual proposals based on case studies.

GRANTSMANSHIP

WASHINGTON

ADVANCED COURSE IN GRANTSMANSHIP & PROPOSAL DEVELOPMENT
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 2 days, 6/11/77 and 6/12/77; 14 contact hours, 4 hours of student preparation, 18 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (1.4)
Recognition: Certificate
Level: Advanced
Fees: $60 MLA member tuition; $90 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: At the conclusion of the course the participant will be able to:

1. Assess the potential of a project relative to the granting agency's purpose or legislative authority, and its current priority interests.

2. Prepare a logical and sequential outline of steps to be followed in the development of a proposal, and prepare a concise abstract of the project.

3. Develop a detailed program budget for the project which recognizes:
   A. Limitations or restrictions on certain budget items.
   B. "Cost Sharing" or "Front-End-Funding" principles (i.e. institutional contributions) and how to report such contributions.

4. Identify eight component parts and concepts which must be addressed in the body (narrative) of a good application.

5. Describe a methodology for project accomplishment and

prepare a time schedule (e.g. Gantt Chart) for the primary components of the project.

6. Identify and enumerate important factors which should be stressed in a proposal.
7. Differentiate between assurances and commitments from other departments/offices of the applicant institution (or from cooperating institutions) and "letters of support, encouragement, or endorsements."
8. Prepare a brief tentative agenda for a site visit.
9. Enumerate and explain the appraisal/evaluation factors of the federal review process.
10. List some common post grant requirements of funding agencies.

Contracting for Libraries
Medical Librarianship

GRANTSMANSHIP

WASHINGTON

GRANT APPLICATIONS AND MANAGEMENT

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA member; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: At the conclusion of the course, participants will be able to:

1. identify sources of private and public grants;
2. apply the seven-step process discussed in class toward writing grant applications;
3. distinguish between grants and contracts;
4. identify and describe the major principles of grants management.

These objectives will be achieved through an historical review, a presentation of present practices, and some probabilistic forecasting for the future.

This course does not have as its objective the actual writing of a grant application in class, but assumes that subsequent to the course, participants will be able to make an adequate application to some granting institution or agency.

Administration and Management
Contracting for Libraries
Medical Librarianship

HANDICAPPED, MATERIALS AND SERVICES FOR

WASHINGTON, D.C.

LIBRARY SERVICES TO THE HEARING IMPAIRED
For: Librarians with MLS or more (20), Administrators, Media Specialists
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Continuous; workshop
Time: 5 days, from 9/6/77 to 12/19/77; 35 contact hours, 105 hours student preparation, 140 hours total; daily
Methods: Field experience, on-site visits, TV or video tapes
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3), No credit option
Recognition: Grade
Level: Basic or beginner
Fees: $110 per credit hour; single living accommodations available on campus
Entrance: MLS Degree; BA, BS Degree
Preparation: None
Teacher: WRIGHT, Dr. Kieth, Assistant Professor, Catholic University
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John J. Gilheany, Dept. of Continuing Education, Catholic University, Washington, D.C. 20064
202-635-5256
Placement: No
Special Materials: None needed
Objectives: To give librarians the experience of one handicapping condition. Upon completion of the course, students will be able to: plan needed modifications in present library services and programs to better serve the hearing impaired; develop a parent-community-family educational program related to the hearing impaired; evaluate programs now available for the hearing impaired; utilize the various national; state, and local agencies in the development of library programs to serve the handicapped; understand present educational technologies available to serve the hearing impaired.

Communication of Knowledge
Disadvantaged, Materials and Services for

HANDICAPPED, MATERIALS AND SERVICES FOR

WASHINGTON, D.C.

LIBRARY SERVICES TO THE AGING
For: Librarians with MLS or more
Sponsor: The Catholic University of America, Dept. of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, Dept. of Library Science, Washington, D.C. 20064 202-635-5085
Mode: Offered on a regular basis each year; cassettes/tapes, classroom presentation
Time: 5 days, from 7/22/77 to 8/19/77; 37! contact hours, 75 hours of student preparation; 112.5 hours total; bi-weekly; application deadline is 7/22/77
Methods: Audio tapes or cassettes, case study materials, films, lectures, panel presentations, role-playing exercises
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3)
Recognition: Grade
Level: Advanced
Fees: $85 per credit hour, board varies, $10 other fees; no information given on living accommodations
Entrance: MLS Degree, BA,BS Degree
Preparation: No information provided
Teacher: WRIGHT, Dr. Kieth, Assistant Professor, The Catholic University of America, Washington, D.C.
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John Gilheaney, Dept. of Continuing Education, The Catholic University of America, Washington, D.C. 20064 202-635-5256
Placement: Yes
Special Materials: No information provided
Objectives: To develop an understanding of the unique problems facing our aging citizens, the programs of social agencies related to these citizens. To survey and evaluate current library services to the aging and propose new models for such services.

Information Counselling
Library as a Social Organization

HANDICAPPED, MATERIALS AND SERVICES FOR

WASHINGTON, D.C.

DEVELOPING LIBRARY PROGRAMS TO SERVE THE HANDICAPPED
For: Librarians with MLS or more; maximum 25
Sponsor: The Catholic University of America,
Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America,
Department of Library Science, 11 Gibbons Hall,
Washington, D.C. 20064
Mode: Offered on a regular basis each year; seminar
Time: 15 days, from 5/2/77 to 6/9/77; approximately 37 .5 contact hrs., 112 .5 preparation hrs., 150 total hrs.; application deadline is 4/25/77
Methods: Discussions, on-site visits, reading materials, class presentations
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85/credit hour; Board: varies; application fee: $10; living accommodations on campus available for singles
Entrance: MLS Degree
Preparation: Information not provided
Teacher: WRIGHT, Dr. Kieth, Assistant Professor, Catholic University, Washington, D.C.
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75,
Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To develop an understanding of the various handicapping conditions in our society and to evaluate the varied library programs and materials now offered to these persons in order to develop model programs and services in specific library settings. Upon successful completion of the course, the students are expected to be able to: describe in some detail one type of handicapped person and the world in which he lives; list various educational technologies available to extend library services to the handicapped; describe needed library services for those associated with the handicapped persons including parents, family, educators, etc.; evaluate and redesign physical facilities, resources, and materials, and library outreach to meet the needs of handicapped persons; summarize in brief format his own philosophy of library services extension to one particular handicapped population; develop a public understanding program related to one handicapped population to be used in a library.

ILLINOIS

HISTORY OF THE PRINTED BOOK

For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year
Time: Weekly
Methods: Discussions, open questions, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: None
Teacher: SPAHN, Ted, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: From Gutenberg to the present; introduction to publishing, printing processes, book design (typography, illustration, binding), distribution.

ILLINOIS

EARLY BOOKS AND MANUSCRIPTS
For: Librarians with MLS or more (3), Operating Librarians without MLS (3)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: To be announced
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same address and phone as above
Placement: Yes
Special Materials: Information not provided
Objectives: From clay, papyrus and parchment origins; ancient alphabets to the roman; medieval manuscript hands and illuminations, foundations of significant libraries; bibliographic sources.

CALIFORNIA

CONTEMPORARY LIBRARY THEORY AND PRACTICE

For: Librarians with MLS or more, Administrators
Sponsor: School of Library Science, University of Southern California, Los Angeles, CA 90007
213-746-2548
At: School of Library Science, University of Southern California, Los Angeles, CA 90007
Mode: Intermittent; classroom presentation
Time: 16 days, from 2/8/77 to 6/1/77; 48 contact hours, 100 hours of student preparation time 100; weekly
Methods: Audio tapes or cassettes, case study materials, discussions, lectures, panel presentations
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $324 tuition, $43 other fees, $367 total; no information given on living accommodations
Entrance: MLS Degree
Preparation: None
Teacher: SHAUGHNESSY, Thomas, Assoc. Prof., University of Southern California, Los Angeles
213-746-6703
Descriptive: Catalog
Evaluation: By participants
Contact: Martha Boaz, Dean, same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Upon the successful completion of this course, students should be able to:

- evaluate the progress the field has made to date in certain critical areas;
- understand thoroughly current advances in the field and their relationship to future development;
- trace the evolution of certain library practices or procedures;
- gain an understanding of the relationships among practice, research, and theory within the context of librarianship and information science.

Budgeting and Financial Management
Information Systems & Networks
Library as a Social Organization

HUMAN RESOURCES DEVELOPMENT

WASHINGTON, D.C.

DEVELOPMENT OF HUMAN RESOURCES IN THE LIBRARY SYSTEM
For: Librarians with MLS or more, Administrators,
  Middle Managers; maximum 45
Sponsor: The Catholic University of America,
  Department of Library Science, Washington, D.C. 20064
  202-635-5085
At: The Catholic University of America, 6 Gibbons Hall,
  Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year;
  seminar
Time: 15 days, from 1/10/77 to 4/21/77; approximately
  37 ! contact hrs., 112 : preparation hrs., 150 total hrs.,
  weekly; application deadline is 1/5/77
Methods: Discussions, films, overhead projection,
  reading materials, role-playing exercises, simulation methods
Credit: Audit (0), graduate credit (3),
  credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $110/credit hour; Board: $461 (21 meal
  plan), $417 (15 meal plan), $369 (10 meal plan); living
  accommodations on campus available for singles
Entrance: BA, BS MLS Degree
Preparation: Information not provided
Teacher: WEBSTER, Duane, Director,
  Office of Management Studies, Assoc. of Research Libraries
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing
  Education, The Catholic University of America, Box 75,
  Washington, D.C. 20064
  202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: A course designed to help professional library managers to become more effective as human resource developers in a library setting. Upon successful completion of the course, the students will be able to: describe the management philosophy operative in a library setting known to the student; outline the systems now operational in a given library system and their human behavior effects; produce a systems model of a management philosophy which could be applied to changing a library management system; given a scenario of a library human relation problem, the student will give examples of behavioral science information which can shed light on the problem, the system, the people and the solution.

ILLINOIS

INDEXING AND ABSTRACTING

For: Librarians with MLS or more, Operating librarians without MLS, Middle managers, Technical information specialists, Information science specialists, Media specialists

Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320

At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305

Mode: Offered on a regular basis each year; classroom presentation

Time: Weekly

Methods: Discussions, laboratory work, lectures, open questions

Credit: Continuing Education Units (3)

Recognition: Grade

Level: Advanced

Fees: $335 Tuition; no information given on living accommodations

Entrance: BA,BS Degree

Preparation: Information not provided

Teacher: DAVIS, Richard, Assoc. Prof.

Descriptive: Catalog

Evaluation: Internal system of evaluation

Contact: Patrick Williams, Admissions Officer
same phone and address as above

Placement: Yes

Special Materials: None needed

Objectives: The fundamentals of indexing and abstracting in theory and practice; formation of vocabularies; construction of a thesaurus, systems of indexing; effects upon systems of indexing; effects of systems upon information retrieval; style and format of abstracts; evaluation of abstracting services, and requirements of users of abstracts.

INDEXING AND ABSTRACTING

WASHINGTON

BIOLOGICAL ABSTRACTS -- BIORESEARCH INDEX

For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Technical Information Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 hours student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Intermediate
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo,
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

After taking this course the participant will be able to:

1. State the indexing philosophy and outline the content and organization of bibliographic, abstract and index sections in Biological Abstracts (BA) and BioResearch Index (BioI).
2. Set up search strategy and complete searches of the BIOSIS Data Base--printed and machine versions--using the indexes alone and in combination.
3. Give effective introductory courses in the use of Biological Abstracts and BioResearch Index for health sciences library patrons.

Data Bases
Medical Librarianship
Reference

NEW YORK

INFORMATION AND REFERRAL SERVICES TO THE COMMUNITY: IN LIBRARIES AND PUBLIC AGENCIES

For: Librarians with MLS or more (15), Administrators (10), Middle Managers (10), I & R Workers (20)
Sponsor: Pratt Institute, Graduate School of Library and Information Science, Brooklyn, NY 11205 212-636-3702/04
At: Pratt Institute campus, Information Science Center, Brooklyn, NY 11205
Mode: Intermittent; institute
Time: 3 days, from 5/23/77 to 6/11/77; 10 contact hours, 10 hours of student preparation time, 20 hours total; weekly; application deadline is May 6, 1977
Methods: Case study materials, discussions, laboratory work, lectures, on-site visits, panel presentations, team teaching
Credit: Credit toward Post-MLS certificate, no credit option
Recognition: Letter
Level: For I & R workers and I & R workers in libraries
Fees: $75 for full day session without credit, $75 for three evening sessions without credit, $106 for full time attendance without credit, $128 for full time with credit
Entrance: MLS degree, I & R work experience
Preparation: None
Teacher: Information not provided
Descriptive: Brochure, syllabus
Evaluation: By participants, internal system of evaluation
Contact: Laurence L. Sherril, 212-636-3702/04 same address as sponsor
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon the successful completion of this institute the participant is expected to understand:
- various techniques of applying basic I & R skills to their work situations
- specific applications of information storage and retrieval methods to I & R
- the unique goals of I & R in public libraries
- the means of integrating standard library reference materials with I & R information.

Data Bases
Disadvantaged, Materials and Services for
Public Services

INFORMATION COUNSELING

WISCONSIN

INFORMATION AND REFERRAL SERVICES
For: Librarians with MLS or more, Operating Librarians without MLS, Social Service Agency Staff
Sponsor: University of Wisconsin-Extension, 610 Langdon St., Madison, WI 53706
608-262-3566
At: University of Wisconsin-Extension, 610 Langdon St., Madison, WI 53706
Mode: Continuous, classroom presentation
Time: 20 days, from June 20, 1976 to July 15, 1976; 50 contact hours, 100 hours of student preparation; daily; application deadline is June 1, 1976
Methods: Case study materials, discussions, field experience, lectures, on-site visits, reading materials
Credit: Graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Intermediate
Fees: $180; single living accommodations available on campus
Entrance: Basic knowledge of library and information work
Preparation: None
Teacher: MATTHEWS, Geraldine, Director of Library-Information Services, Central Wisconsin Center
Descriptive: Brochure
Evaluation: By participants
Contact: Muriel Fuller, same phone and address as above
Placement: No
Special Materials: None needed
Objectives: No information provided

Disadvantaged, Materials and Services for
Public Librarianship
Public Services
Reference

INFORMATION SCIENCE

CALIFORNIA

INFORMATION NETWORKS

For: Librarians with MLS or more, Middle Managers, Technical Information Specialists, Students
Sponsor: UCLA Summer Session
Los Angeles, CA 90024
213-825-8355
At: UCLA campus, Los Angeles, CA 90024
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours of student preparation; 3 days a week; application deadline is June 8, 1977
Methods: Information not available
Credit: Graduate credit, no credit option
Recognition: Grade
Level: Advanced
Fees: Tuition; single and couple living accommodations available on campus
Entrance: Consent of instructor
Preparation: None
Teacher: BECKER, Joseph, Instructor, UCLA, GSLIS
Descriptive: Catalog
Evaluation: No evaluation
Contact: UCLA Summer Session Office
same phone and address as above
Placement: Information not provided
Special Materials: None needed
Objectives: Problems in the formulation, funding and operation of information networks are examined. A survey of some of the major networks, including institutional and computer systems.

Automation and Data Processing
Data Bases
Information Systems & Networks

CALIFORNIA

COMPUTER PROGRAMMING FOR LIBRARY OPERATION AND SERVICES

For: Librarians with MLS or more, Library Technicians, Operating librarians without MLS, Paraprofessionals, Technical Information Specialists, Library School Students
Sponsor: UCLA Summer Session, Los Angeles, CA 90024 213-825-8355
At: UCLA campus, Los Angeles, CA 90024
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours student preparation time; 3 days a week; application deadline is June 8, 1977
Methods: Information not available
Credit: Graduate credit, No credit option
Recognition: Grade
Level: Basic or beginner
Fees: Tuition; single and couple living accommodations available on campus
Entrance: Consent of instructor
Preparation: None
Teacher: CARTWRIGHT, Asst. Prof., UCLA, GSLIS
Descriptive: Catalog
Evaluation: No evaluation
Contact: UCLA Summer Session Office, Los Angeles, CA 90024 213-825-8355
Placement: No
Special Materials: None needed
Objectives: Introduction to PL/I (programming language) suitable for librarians, students of language and literature and similar disciplines. Concept of text manipulations, file handling, and storage management are emphasized. Programs and examples emphasize processing of textual materials and bibliographic records (including Library of Congress MARC records). Practical experience with computers in processing such records. No prior knowledge of computer programming or MARC required. Note: There will be a lab fee of $15 for this course.

Automation and Data Processing

INFORMATION SCIENCE

ILLINOIS

INFORMATION SCIENCE

For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Administrators (20), Middle Managers (20), Technical Information Specialists (20), Information Science Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; seminar
Time: Weekly
Methods: Case study materials, laboratory work, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: A pre-requisite course: L.S. 536
Preparation: Information not provided
Teacher: ANGIONE, Pauline, Asst. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer, same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A seminar styled course designed to consider the basic principles of information: its generation, communication, storage and subsequent re-dissemination. Emphasis will be placed on the various theories of information generation and control and on the environment surrounding information utilization, including such topics as user characteristics, file design, utilization of efficient and appropriate search strategies and measurement of the effectiveness of information systems. Current research will be presented for analysis.

INFORMATION SYSTEMS AND NETWORKS

WASHINGTON, D.C.

SCIENTIFIC AND TECHNICAL INFORMATION SYSTEMS

For: Librarians with MLS or more (25), Operating librarians without MLS (25), Administrators (25), Middle Managers (25), Technical Information Specialists (25), Information Science Specialists (25)

Sponsor: The American University, Center for Technology and Administration, Mass. and Nebraska Aves., N.W.,
Washington, D.C. 20016
202-686-2513

At: The American University, Center for Technology and Administration, Mass. and Nebraska Aves., N.W.
Washington, D.C. 20016

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 14 days, from Sept. to Dec. 20 and from Jan. 15 to June; 36 contact hours, 72 hours student preparation time, 108 hours total; weekly; application deadline is 2 days before beginning of session

Methods: Case study materials, discussions, lectures, on-site visits, reading materials

Credit: Continuing Education Units (3), Graduate credit (3), Undergraduate credit (3)

Recognition: Grade, letter, certificate for 4-6 courses of study

Level: Basic or beginner

Fees: Tuition; no living accommodations available on campus

Entrance: BA,BS Degree

Preparation: Information not provided

Teacher: WELT, Isaac D., Dr., Professor of Information Science, American University

Descriptive: Brochure, syllabus

Evaluation: By participants

Contact: Dr. Isaac D. Welt, Center for Technology and Administration, The American University, Mass. and Nebraska Aves., N.W., Washington, D.C. 20016
202-686-2513

Placement: No

Special Materials: Books, supplied by participant

Objectives: To acquaint participants with the fundamentals of information systems and their impact upon the efficiency of data and information transfer from the producer to the ultimate user. To familiarize the intermediaries involved in such information transfer, e.g. librarians, with their roles in light of continuing technological change.

Participants will be able to determine whether the information needs of their clients require the use of either sophisticated or relatively simple information systems. They will understand the flow of scholarly information and its distribution including primary and secondary publications and the influences of modern technological development upon the efficiency of dissemination techniques.

WASHINGTON, D.C.

LIBRARY NETWORKING

For: Librarians with MLS or more (20), Administrators, Middle Manager, Information Science Specialists
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; classroom presentation
Time: 15 days, from 1/10/77 to 4/21/77; 37.5 contact hours, 112.5 hours of student preparation, 150 hours total; weekly; application deadline is 1/5/77
Methods: Discussions, lectures, reading materials
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3), No credit option
Recognition: Grade
Level: Advanced
Fees: $110 per credit hour; single living accommodations available on campus
Entrance: MLS Degree, BA,BS Degree, Basic course in library automation
Preparation: None
Teacher: AVRAM, Henriette, Special Assistant for Network Development, Library of Congress
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John J. Gilheany, Dept. of Continuing Education, Catholic University of America, Washington, D.C. 20064
202-635-5256
Placement: No
Special Materials: None needed
Objectives: To trace the events that led up to the present evolving national and international library systems; to identify the potential and the problems of library networking; to identify the ways in which every librarian's career will be affected by networks.

WASHINGTON, D.C.

DATA BASES: THEIR ORGANIZATION AND DISSEMINATION SYSTEMS

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists; maximum 15
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, 11 Gibbons Hall, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; seminar
Time: 15 days, from 1/10/77 to 4/21/77; approximately 37.5 contact hours, 112.5 student preparation hours, 150 hours total; weekly; application deadline is 1/5/77
Methods: Laboratory work, lectures, on-site visits, reading materials, student presentation
Credit: Audit (0), graduate credit (3), credit towards Post-MLS certificate (3)
Recognition: Grade, certificate (with 24 hours)
Level: Advanced
Fees: Tuition: $110/credit hr.; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; living accommodations on campus available for singles
Entrance: MLS Degree, BA, BS Degree
Preparation: Information not provided
Teacher: SPEER, Dr. Jack, Director of Library Information Systems, Informatics, Inc.
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: An introduction to and survey of existing machine-readable data bases which should enable students to utilize new sources of information contained in computer processed files. Upon successful completion of this course, the students will be able to: describe organizational types and methods of dissemination currently employed; identify existing data bases; design a survey questionnaire; analyze in detail at least one existing data base.

INFORMATION SYSTEMS AND NETWORKS

WASHINGTON, D.C.

COMPUTER PROGRAMMING FOR LIBRARIES

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists; maximum 20

Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085

At: The Catholic University of America, 9 Gibbons Hall, Washington, D.C. 20064

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 10 days, from 6/13/77 to 7/15/77; approximately 35 contact hours, 105 preparation hours, 140 hours total; bi-weekly; application deadline is 6/1/77

Methods: Field experience, lectures, reading materials, demonstrations, student presentations

Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: 85/credit hr.; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; application fee: $10; living accommodations available on campus for singles

Entrance: MLS Degree, BA, BS Degree

Preparation: Information not provided

Teacher: SPEER, Dr. Jack, Director of Library Information Systems, Informatics, Inc.

Descriptive: Brochure

Evaluation: By participants

Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064
202-635-5256

Placement: Information not provided

Special Materials: Information not provided

Objectives: Principles and use of the University's time-shared computer will be explored to enable the student to work with computers in the library context. Upon successful completion of the course, students are expected to be able to: wire and execute BASIC computer programs using the DEC interactive computer and remote terminals.

WASHINGTON, D.C.

DESIGNING COMPUTER-BASED INFORMATION SYSTEMS

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists; maximum 25

Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085

At: The Catholic University of America, 11 Gibbons Hall, Washington, D.C. 20064

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 15 days, from 1/10/77 to 4/21/77 to 4/21/77, approximately 37.5 contact hours, 75 preparation hours, 150 total hours; weekly; application deadline is 1/5/77

Methods: Computer-assisted instruction, discussions, laboratory work, lectures, problem sets and exercises, reading materials, simulation methods

Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: $110/credit hour; living accommodations on campus available for singles

Entrance: BA, BS, MLS Degree

Preparation: Information not provided

Teacher: LONG, Phil, Library Consultant

Descriptive: Brochure

Evaluation: By participants

Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064
202-635-5256

Placement: Information not provided

Special Materials: Information not provided

Objectives: To enable the student to interact or direct the activities of technical specialists as a participant in the design and implementation of operational computer-based information systems; to be able to participate in selection of hardware and software components from commercial suppliers to be melded with locally generated programs as required to fabricate such systems; to monitor systems development and implementation including supervision of personnel training; to provide continual support, evaluation, and enhancement of operational computer-based systems.

INFORMATION SYSTEMS AND NETWORKS

WASHINGTON, D.C.

APPLICATION OF COMPUTER TECHNOLOGY TO LIBRARY PROCESSES

For: Librarians with MLS or more, Administrators, Middle Managers; maximum 25

Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085

At: The Catholic University of America, 6 Gibbons Hall, Washington, D.C. 20064

Mode: Offered on a regular basis each year; seminar

Time: 15 days, from 1/10/77 to 4/21/77; approximately 37.5 contact hrs., 112 preparation hrs., 150 total hrs.; weekly; application deadline is 1/5/77

Methods: Discussions, lectures, reading materials

Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: $110/credit hr.; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; living accommodations on campus available for singles

Entrance: MLS Degree, BA, BS Degree

Preparation: Information not provided

Teacher: KNIEMEYER, Justin M., Coordinator of Processing System, Library of Congress, Washington, D.C. 20540

Descriptive: Brochure

Evaluation: By participants

Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064
202-635-5256

Placement: Information not provided

Special Materials: Information not provided

Objectives: An introduction to the application of computers and related technology to library processes for librarians concerned with library automation management which should enable the librarian to: make appropriate decisions about the application of computers and related technology to various library processes, and interface with technical specialists. Upon successful completion of this course, students will be able to: understand basic systems analysis, machine processing, hardware configurations, and computer technology; understand the complexity of automating library processes; identify library functions which should be automated as opposed to those which should not be automated; recognize that differences in type and size of libraries affect the decision-making process concerning the use of the computer as a tool in the library; appreciate the implications of national and international standardization activities; demonstrate a practical skill in the preparation of project proposals and reports.

MICHIGAN

BIBLIOGRAPHIC DATA BASE SEARCHING
For: Librarians with MLS or more, library school students, maximum 15
Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
616-383-1867
At: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
Mode: Intermittent, classroom presentation
Time: 5 days, from 5/2/77 to 5/3/77; 12! contact hours, 35 hours of student preparation, 47! hours total; weekly; application deadline is 1/3/77
Methods: Case study materials, computer-assisted instruction, discussions, laboratory work, lectures, open questions, programmed instruction, problem sets and exercises
Credit: Audit (1), graduate credit (1), no credit option
Recognition: No information provided
Level: Basic or beginner
Fees: $33.50 (resident) tuition, $73.50 (non-resident) tuition; $3.50 other fees; $37.00 total for residents, $77.00 total for non-residents
Entrance: BA,BS Degree
Preparation: None
Teacher: CARRALL, Hardy, Asst. Prof., Western Michigan University
Descriptive: Brochure
Evaluation: Internal system of evaluation
Contact: Western Michigan University, School of Librarianship, same phone and address as above
Placement: Yes
Special Materials: To be bought by participant
Objectives: Upon successful completion of this course participants are expected to be able to:

1. have a general knowledge of the main online systems for searching bibliographic data bases
2. frame a Boolean search efficiently
3. use Lockheed's DIALOG online system to run a search in the ERIC data base or another data base of the participant's choosing

Automation and Data Processing
Data Bases

INFORMATION SYSTEMS & NETWORKS

MISSOURI

AUTOMATED LITERATURE SEARCHING
For: Administrators, middle managers, library users; faculty, staff, librarians, and people associated with the University of Missouri are specially recruited
Sponsor: University of Missouri, School of Library and Informational Science, Columbia, MO 65201 314-882-4546
At: University of Missouri, Rooms 106, 107, 108 Stewart Hall, Columbia, MO 65201
Mode: Once only
0 hours student preparation; application deadline is 10/28/76
Time: 1 day, 10/29/76; approximately 4 contact hours,
Methods: Computer-assisted instruction, lectures, open questions
Credit: No credit
Recognition: Information not provided
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: BOYCE, Bert, Asst. Professor of Information
Descriptive: None
Evaluation: Internal system of evaluation
Contact: Dr. Bert Boyce, address same as above, 314-882-6458
Placement: No
Special Materials: Supplied by sponsor
Objectives: To demonstrate the general and special subject Science, University of Missouri files that are accessible, e.g., directories of foundations; directories of on-going research projects; all congressional publications, all federal statistical publications; all current Library of Congress monograph acquisitions; science citation index; business; marketing; physics; chemistry; and many other areas such as ORBIT, OCIC, BALLOTS, MEDLINE, and DIALOG.

Automation and Data Processing
Data Bases (Including Construction)

PENNSYLVANIA

INTERLIBRARY LOAN WORKSHOP

For: Librarians with MLS or more, paraprofessionals, middle managers
Sponsor: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
717-787-8007
At: State Library of Pennsylvania
Harrisburg, PA 17126
Mode: Circuit; workshop
Time: 1 day; 7 contact hours
Methods: Discussions, lectures, open questions, overhead projection, panel presentations
Credit: No credit
Recognition: Public acknowledgement
Level: Basic or beginner, intermediate
Fees: No information given; no living accommodations available
Entrance: None
Preparation: None
Teacher: Not finalized
Descriptive: Developing
Evaluation: By participants
Contact: Atauar Faruguee, same address and phone as above
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: Participants will learn the processes involved in borrowing and lending materials between libraries. In addition, the workshop will provide an appropriate environment for participants to list/outline problems as a springboard for a follow-up workshop.

Participants will. . .

1. learn how to screen requests,
2. develop skills in preparing and placing author/title, periodical and subject requests,
3. learn about codes, policies, networks and consortiums,
4. identify and articulate interlibrary loan problems and develop uniform policies and procedures.

WASHINGTON

CONSORTIUM DEVELOPMENT
For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand, classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 hours student preparation time, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided.

Administration and Management
Medical Librarianship

WASHINGTON

OCLC UTILIZATION IN HEALTH SCIENCES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Parparofessionals, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

At the conclusion of the course, participants will be able to:

1. explain and perform on-line searching, inputing, editing, and tagging;
2. operate a hard copy printer and OCLC terminal;
3. reorganize their departments for OCLC implementation;
4. identify principal OCLC applications and effectively schedule terminal use to accommodate these applications.

Automation and Data Processing
Cataloging & Classification
Technical Services

PENNSYLVANIA

WORKSHOP ON SERVICES TO SPECIAL PATRONS
For: Librarians with MLS or more, operating librarians without MLS
Sponsor: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
717-787-8007
At: State Library of Pennsylvania
Harrisburg, PA 17126
Mode: Circuit; workshop
Time: 3 days; 21 hours total; no application deadline given
Methods: Discussions, lectures, open questions, overhead projection, panel presentations, reading materials, role-playing exercises
Credit: No credit
Recognition: Public Acknowledgement
Level: Basic or beginner, intermediate
Fees: None
Entrance: None
Preparation: None
Teacher: Not finalized
Descriptive: Information not provided
Evaluation: By participants, internal system of evaluation
Contact: Atauar Faruquee, same address and phone as above
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: The goal of the workshop is to encourage public librarians to consider ways in which they can serve the "special patrons" in their service areas.

The objectives of the workshop are to (1) offer background information on various exceptionalities; (2) provide examples of materials and services which have been used successfully with various types of special patrons in public or residential institution libraries; (3) provide a forum for interchange between librarians from public and institutional libraries as a basis for possible future cooperation.

Disadvantaged, Materials and Services for
Handicapped, Materials and Services for

INTELLECTUAL FREEDOM

ILLINOIS

FREEDOM IN AMERICA: THE TWO-CENTURY RECORD
For: Librarians with MLS or more, Library technicians, Administrators, Middle managers, Library users, Trustees, Media specialists
Sponsor: American Library Association, Office for Intellectual Freedom, 50 E. Huron St., Chicago, IL 60611 312-944-6780
At: Conrad Hilton ballroom
Mode: On demand; classroom presentation
Time: 1 day, on 7/19/76 and 7/19/77; 1.5 contact hours, 0 hours student preparation time
Methods: Discussions, open questions, slides/filmstrips
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: Information not provided
Descriptive: Fact sheet
Evaluation: Internal system of evaluation
Contact: Rebecca S. Mueller, 312-944-6780 ext. 349
Placement: No
Special Materials: Microphones, screen, slide projector; supplied by sponsor
Objectives: Upon completion of this program, the participants will have:

1) An understanding of the background of the First Amendment
2) An understanding of how the First Amendment functions in our society
3) An understanding of the role of libraries in protecting and defending the freedom to read

Public Librarianship
School/Media Librarianship
Selection & Acquisition of Library Materials

MICHIGAN

FIRST AMENDMENT FILM WORKSHOP
For: No target
Sponsor: American Library Association, Intellectual Freedom Committee, 50 E. Huron St., Chicago, IL 60611 312-944-6750
At: Cobo Hall
Mode: Once only, on demand; workshop
Time: 1 day; 2 contact hours; meet once; open to ALA conference registrants
Methods: Films
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: KRUG, Judith F., Director, OIF, ALA, Chicago
Descriptive: Discussion Guide as of March 1977
Evaluation: Internal system of evaluation
Contact: Rebecca S. Mueller, Office for Intellectual Freedom 312-944-6780
Placement: No
Special Materials: Projector and screen; provided by sponsor
Objectives: Upon completion of the workshop, the participant will:

-be prepared to duplicate program (using ALA First Amendment Film) in own library for community, school and trustee groups;

-understand how First Amendment functions in our society.

Public Librarianship
Trustees
Young Adults, Materials & Services for

INTELLECTUAL FREEDOM

PENNSYLVANIA

SPECIAL TOPIC: SCHOOL LIBRARIANSHIP AND INTELLECTUAL FREEDOM
For: Librarians with MLS or more (25), Operating Librarians without MLS, Media Specialists
Sponsor: Clarion State College, School of Library, Media, & Information Science, Wood Street, Clarion, PA 16214 814-226-6000 Ext 353 or 354
At: Clarion State College, School of Library, Media, & Information Science, Wood Street, Clarion, PA 16214
Mode: On demand, classroom presentation
Time: One weekend during Spring 1977 semester; 13 contact hours, 20 hours student preparation time; application deadline is January 13, 1977
Methods: Audio tapes or cassettes, case study materials, discussions, lectures, overhead projection, reading materials, role-playing exercises, slides/filmstrips, team teaching, TV or video tapes
Credit: Audit (1), continuing education units (1), graduate credit (1), undergraduate credit (1)
Recognition: Grade
Level: Intermediate
Fees: $43.00/credit, $2.50 building fee, $45.50 total fees; living accommodations are available on campus
Entrance: Pre-requisite courses: Reference, selection, cataloging, or instructor's permission
Preparation: Readings prior to program
Teacher: LUSKAY, Jack, Asst. Prof., Clarion State College
Descriptive: Brochure, syllabus
Evaluation: By participants
Contact: Dr. Elizabeth A. Rupert, Dean, same phone and address as above
Placement: Yes
Special Materials: Information not provided
Objectives: Will examine the concept of intellectual freedom as it applied to children and young adults. National policy statements and various Federal and state court decisions will be studied. Stress will be placed on preparing to handle censorship problems at the district level.

INTERNATIONAL COMPARATIVE LIBRARIANSHIP

ILLINOIS

INTERNATIONAL AND COMPARATIVE LIBRARIANSHIP

For: Librarians with MLS or more (20), Operating librarians without MLS (20), Administrators (20), Middle managers (20), Information Science Specialists (20), Media Specialists (20)

Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320

At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305

Mode: Classroom presentation; offered alternate years

Time: Weekly

Methods: Discussions, lectures, open questions

Credit: Graduate credit (3)

Recognition: Grade

Level: Advanced

Fees: $335 Tuition; no information given about living accommodations on campus

Entrance: BA,BS Degree

Preparation: Information not provided

Teacher: LI, Tze-Chung, Professor

Descriptive: Catalog

Evaluation: Internal system of evaluation

Contact: Patrick Williams, Admissions Officer
same phone and address as above

Placement: Yes

Special Materials: None needed

Objectives: The course is designed to provide a survey of the international organization of the library profession and a comparative study of library systems, activities, and education in selected nations. National ideologies and political systems are analyzed as they affect library functions.

ILLINOIS

LAW LIBRARIES

For: Librarians with MLS or more (20), Operating librarians without MLS (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; Classroom presentation
Time: Weekly
Methods: Discussions, lectures
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided on living accommodations
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: IRVINE, Stanley, Coordinator, Legal Writing Program, Illinois Institute of Technology
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Basic problems of administration and selection in law libraries.

Administration and Management
Selection & Acquisition of Library Materials

OHIO

SUMMER INSTITUTE FOR SCHOOL MEDIA SPECIALISTS

For: Librarians with MLS or more, Media Specialists, Operating Librarians without MLS; maximum 300
Sponsor: Kent State University, School of Library Science,
Kent, Ohio 44242
216-672-2782
At: Kent State University, School of Library Science,
Kent, Ohio 44242
Mode: Continuous, offered on a regular basis each year; institute
Time: 7 days, first week of August
approximately 42 contact hrs., 20 preparation hrs., 62 total hrs.; yearly; application deadline is 7/15/77
Methods: Case study materials, discussions, films, panel presentations, reading materials, outside resource people
Credit: Graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Information not provided
Level: Intermediate
Fees: Information not provided; living accommodations on campus available for singles and couples
Entrance: BA, BS Degree
Preparation: Readings prior to program
Teacher: Mary Kay Biagini, Assistant Professor, Kent State University, School of Library Science
Descriptive: Brochure
Evaluation: By participants
Contact: Mary Kay Biagini, same address and phone as above
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: Each year's program has a specific theme with supporting objectives. This year's theme has not yet been set.

CALIFORNIA

LIBRARY TECHNOLOGY PROGRAM
For: Clericals (75), Paraprofessionals (75)
Sponsor: College of San Mateo Library, 1700 West Hillsdale, San Mateo, CA 94402
415-574-6100
At: College of San Mateo Library, 1700 West Hillsdale, San Mateo, CA 94402
Mode: Intermittent, offered on a regular basis each year; classroom presentation
Time: College year, from Sept. 1, 1976 to Jan. 31, 1977, and from Feb. 1, 1977 to June 1, 1977; 3 contact hours a week, 18 weeks for each course, 6 hours a week student preparation time, 9 hours a week total; weekly; application deadline is the beginning of each semester
Methods: Audio tapes or cassettes, discussions, field experience, films, laboratory work, lectures, open questions, on-site visits, overhead projection, panel presentations, problem sets and exercises, reading materials, role-playing exercises, slides/filmstrips, TV or video tapes
Credit: Continuing Education Units (3) per course
Recognition: Grade, certificate
Level: Basic or beginner
Fees: $10 per course; no living accommodations on campus
Entrance: None
Preparation: None
Teacher: DOOLEY, John B., Head Librarian, College of San Mateo
Descriptive: Brochure
Evaluation: By participants, by panel of experts
Contact: John B. Dooley, College of San Mateo Library, 1700 West Hillsdale Blvd., San Mateo, CA 94402
415-574-6100
Placement: Yes
Special Materials: None needed
Objectives: Prepare applicant for a paraprofessional career as a teacher aid, library assistant, media specialist in a school or library.

LIBRARY TECHNICIANS, PROGRAMS FOR

CALIFORNIA

LIBRARY TECHNOLOGY
For: Clericals, Library Technicians, Paraprofessionals; Blacks, Spanish surnamed, Native Americans, Handicapped, and Women who are returning to the labor force after raising a family are specially recruited
Sponsor: Santa Ana College, 17th St. at Bristol,
Santa Ana, CA 92706
714-835-300 ext. 357
At: Santa Ana College, 17th St. at Bristol,
Santa Ana, CA 92706
Mode: Offered on a regular basis each year; classroom presentation, internship/practicum
Time: Two year program; must apply before beginning of semester
Methods: Discussion, field experience, films, games, laboratory work, lectures, open questions, on-site visits, overhead projection, panel presentations, picture boards, problem sets and exercises, reading materials, role-playing exercises, slides/filmstrips, TV or video tapes
Credit: Undergraduate credit
Recognition: Grade
Level: Information not provided
Fees: Tax supported school district; living accommodations are not available on campus
Entrance: None
Preparation: None
Teacher: Several
Descriptive: Brochure
Evaluation: By participants, by panel of experts, internal system of evaluation
Contact: Dean of Admissions or R. Boepple, Director of Library Services
Placement: Yes
Special Materials: Textbooks, a few media supplies; supplied by participant
Objectives: Graduates have been hired by every type of library in our library-rich area, because they are trained to perform essentially every normal function of a clerical or paraprofessional employee in any recognized type of library.

Media: Design, Production

NEW YORK

LIBRARY MEDIA TECHNICAL ASSISTANT
For: Clericals (20), Paraprofessionals (20)
Sponsor: Hilbert College, Division of Educational Services,
5200 South Park Avenue, Hamburg, NY 14075
716-649-7900
At: Information not provided
Mode: Offered on a regular basis each year; classroom presentation, institute, internship/practicum
Time: two years, from Sept. 1 to May 15 each year; 64 credit hours; daily; application deadline is Sept. 1 or Jan. 15 each year
Methods: Audio tapes or cassettes, discussions, field experience, films, laboratory work, lectures, open questions, on-site visits, programmed instruction, reading materials, slides/filmstrips
Credit: Undergraduate credit (64)
Recognition: AAS degree
Level: Basic or beginner, intermediate
Fees: 5,800 tuition, 280 other, 6,080 total; single and couple living accommodations available on campus
Entrance: High school degree or equivalent, SAT scores
Preparation: Information not provided
Teacher: STANLEY, Sue, L., Mrs., Director of the LMIA program, Hilbert College
Descriptive: Brochure, catalog
Evaluation: By participants, internal system of evaluation
Contact: Mrs. Sue L. Stanley, same phone and address as above
Placement: No
Special Materials: Supplied by participant
Objectives: The Library Media Technical Assistant Program, a two year or 64 credit hour program leading to the Associate in Applied Science Degree (AAS), places emphasis on practical course work in Library Media Technology.

The LMTA Program is designed to prepare the student for a career in public, private, academic and/or school media center. The program is designed for current and future library processes and trends. It includes options for development in versatile and varied skills in library, audiovisual and research fields. Built-in flexibility permits the development of student special interest areas.

An internship under supervision of a librarian in a library-media center supplies the practical work experience in an actual situation. Through this experience, the student may also develop supervisory capabilities.

LIBRARY TECHNICIANS, PROGRAMS FOR

WEST VIRGINIA

LIBRARY-MEDIA TECHNOLOGY

For: Library technicians (200), operating librarians without MLS (50), paraprofessionals (50), media specialists (50)

Sponsor: Marshall University, Dept. of Educational Media,
Huntington, West Virginia 25701
304-696-2330

At: Marshall University, Communications Bldg., Huntington, West Virginia 25701

Mode: Offered on a regular basis each year; cassettes/tapes, classroom presentation, independent study, workshop

Time: 2 weeks on campus each year, plus off campus courses by mail and visitation; courses from September through May; workshop is last 2 weeks in May; 80 contact hours in workshop

Methods: Audio tapes or cassettes, case study materials, discussions, field experience, films, laboratory work, lectures, on-site visits, overhead projection, panel presentations, reading materials, slides/filmstrips, team teaching

Credit: Audit, undergraduate credit (4 - 6)

Recognition: Grade, certificate, letter

Level: Basic or beginner, intermediate

Fees: $25.05 per 3 hours credit, room and board during workshop paid by library commission; total fees $25.05; single and couple living accommodations available on campus

Entrance: None

Preparation: Materials to be brought

Teacher: FELTY, Dr. Walter C., Chairman, Dept. of Educational Media, Marshall University

Descriptive: Articles, brochure, catalog, syllabus

Evaluation: By participants, internal system of evaluation

Contact: Dr. Walter C. Felty
same address and phone as above

Placement: Yes

Special Materials: Supplied by sponsor and participant

Objectives: Upon completion of the program the student will be able to perform basic cataloging and reference duties, utilize all basic types of audio and projection equipment, engage in simple graphic production processes, and carry out most library-media duties at a level below that of the chief administrator but above that of a secretary.

Introduction to Librarianship

ALABAMA

MATERIALS CREATION AND MAXIMUM USE
For: Media Specialists, Teachers
Sponsor: Auburn University, Dept. of Education, Auburn, AL 36830
205-826-4529
With: State of Alabama
At: Macon County Board of Education, Education Building, Tuskegee, AL 36083
Mode: On demand; workshop
Time: 6 days, from 10/1/76 to 12/9/76; 6 contact hours, 12 hours student preparation, 18 hours total, weekly; application deadline is ten weeks before presentation
Methods: Audio tapes or cassettes, discussions, field experience, films, games, laboratory work, lectures, overhead projection, personalized system of instruction, reading materials, slides/filmstrips, team teaching
Credit: No credit
Recognition: Employer
Level: Intermediate
Fees: None
Entrance: BA,BS Degree, sometimes work experience
Preparation: Questionnaire
Teacher: SMITH, Earl, Dr., Assistant Professor, Educational Media, Auburn University, Auburn, AL 36830
205-826-4529
Descriptive: Modules
Evaluation: By participants, external system of evaluation
Contact: Requesting agency
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon successful completion, the participant will be able to:

1. Analyze what types of materials to use for immediate reaction display, curiosity arousal display, reinforcement display.
2. To replicate testing of above types of materials.
3. Create and find needed materials for reaction, curiosity arousal and reinforcement requirements.
4. Demonstrate packages of #3 above.

Education for Librarianship
School/Media Librarianship
Staff Development

BRITISH COLUMBIA

MEDIA MANAGEMENT
For: Librarians with MLS or more, Library Technicians, Media Specialists
Sponsor: University of British Columbia, School of Librarianship, Vancouver, British Columbia V6TIW5 604-228-4250
At: Instructional Resources Center, Univeristy of British Columbia, Vancouver, British Columbia V6TIW5
Mode: Workshop
Time: 2 days, from 2/25/77 to 2/26/77; 10 contact hours; application deadline is January 17, 1977
Methods: Audio tapes or cassettes, case study materials, lectures, open questions
Credit: No credit
Recognition: None
Level: Intermediate
Fees: Tuition
Entrance: MLS Degree
Preparation: None
Teacher: Information not provided
Descriptive: Brochure
Evaluation: By participants
Contact: Prof. L. Bewley, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Identify Canadian media distributors; standardize processing of media.

Cataloging & Classification
Conservation & Preservation of Library Materials
Selection & Acquisition of Library Materials

CALIFORNIA

MEDIA LIBRARIANSHIP
For: Librarians with MLS or more, Library Technicians, Paraprofessionals, Media Specialists
Sponsor: UCLA Summer Session, Los Angeles, CA 90024
213-825-8355
At: UCLA campus
Mode: Continuous; classroom presentation
Time: 6 weeks, from 6/27/77 to 8/5/77; 36 contact hours, 72 hours of student preparation time; 3 days a week; no application deadline given
Methods: Information not available
Credit: Graduate credit, no credit option
Recognition: Grade
Level: Basic or beginner
Fees: Tuition; single and couple living accommodations available on campus
Entrance: Consent of instructor
Preparation: None
Teacher: MCDAVITT, Joan, Instructor, GSLIS, UCLA
Descriptive: Catalog
Evaluation: No evaluation
Contact: Joan McDavitt, GSLIS, UCLA
213-825-4351
Placement: Information not provided
Special Materials: Information not provided
Objectives: Films, filmstrips, recordings, tapes and other non-book materials in audiovisual collections or instructional media centers. Bibliographical apparatus. Evaluation and collection development. Organization and administration.

School/Media Librarianship

ILLINOIS

AUDIO-VISUAL SERVICES IN LIBRARIES
For: Librarians with MLS or more (20), Operating librarians without MLS (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Audio tapes or cassettes, discussions, films, laboratory work, lectures, open questions, on-site visits, overhead projection, reading materials, slides/filmstrips, TV or video tapes, photography
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: HORTIN, John, Instructor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Programs for the use of films, recordings and instructional materials for college, public, and school libraries. Administration and use of materials.

Administration and Management

ILLINOIS

PRODUCTION OF INSTRUCTIONAL MATERIALS
For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Audio tapes or cassettes, discussions, laboratory work, lectures, open questions, on-site visits, overhead projections, picture boards, reading materials, slides/filmstrips, TV or video tapes, photography, transparencies, laminating
Credit: Graduate credit
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: HORTIN, John, Instructor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Preparation of 8mm films, slides, videotapes, transparencies, and other materials for all types of libraries.

OHIO

PRODUCTION OF EDUCATIONAL MEDIA: HOW TO DO IT

For: Library Technicians (20), Operating Librarians without MLS (20), Paraprofessionals (20)
Sponsor: Ohio Dominican College, Department of Library Science & Educational Media, 1216 Sunbury Road, Columbus, Ohio 43219
614-253-2741
At: Ohio Dominican College, Library, Room 116, 1216 Sunbury Road, Columbus, Ohio 43219
Mode: Offered on a regular basis each year; classroom presentation, workshop
Time: 4 days, from 11/9/76 to 11/18/76; 12 contact hours, 20 hours of student preparation time, 32 hours total; 2 days a week for two weeks; application deadline is October 15
Methods: Audio tapes or cassettes, discussions, diagnostic tests, films, laboratory work, lectures, open questions. on-site visits, overhead projection, radio, reading materials, simulation methods, slides/filmstrips, TV or video tapes, dial access
Credit: Audit, undergraduate credit (1)
Recognition: Information not provided
Level: Basic or beginner
Fees: $35 non-credit; $75 credit
Entrance: None
Preparation: None
Teacher: CEPEK, Larry, AV Director, Ohio Dominican College
Descriptive: Brochure
Evaluation: By participants
Contact: Richard Teaff, Director of Continuing Education, same phone and address as above
Placement: No
Special Materials: None needed
Objectives: Upon successful completion of the workshop, the participants are expected to be able to:

1. Describe the criteria for the effective selection of audiovisual equipment.

2. Produce through laboratory experiences the following formats of instructional materials: overhead transparancies, audio materials, color slides, sound/slide programs, and dry-mounted/laminated pictures and graphic materials.

3. Operate the following types of audiovisual equipment: Kodak Carousel slide projector, Wollensak cassette audiotape recorder, overhead projector, Seal Press, GBC roll laminator, Kodak Ektagraphic Visualmaker, 35mm copy camera, 3M Thermal Copier.

TEXAS

PLANNING AUDIOVISUAL SERVICES IN PUBLIC LIBRARIES
For: Librarians with MLS or more, library technicians, operating librarians without MLS, paraprofessionals
Sponsor: Texas State Library, Division of Library Development Box 12927 Capitol Station, Austin, TX 78711 512-475-4119
At: Information not provided
Mode: Circuit; workshop
Time: 2 days; 15 contact hours, 0 student preparation time; daily; no application deadline
Methods: Audio tapes or cassettes, discussions, films, laboratory work, lectures, open questions, overhead projection, programmed instruction, slides/filmstrips, TV or video tapes
Credit: No credit
Recognition: Certificate
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: SCHEXNAYDRE, JOHNSON, WOODS
Descriptive: Manual
Evaluation: By participants, internal system of evaluation
Contact: Syd Popinsky, 512-475-4119
Placement: No
Special Materials: None needed
Objectives: To provide basic information about the variety of media formats available to public libraries, with information on advantages/disadvantages, cost, equipment requirements and uses of each; to provide a basic framework for decision-making about audiovisual materials and services; to provide information necessary for using the manual, Planning Audiovisual Services in Public Libraries.

Not designed to teach cataloging, technical processing, or media production techniques.

MEDIA: DESIGN, PRODUCTION

MANAGEMENT OF MEDIA IN LIBRARIES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and materials, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA members; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Media in libraries is explored from a practical point of view providing the librarian with basic knowledge and considerations to enable planning and implementing media programs in support of medical education. Emphasis is given to organization handling, cataloging and indexing, and acquisition. (Librarians who have attended this course at the National Medical Audiovisual Center should not apply for CE-16.)

Administration and Management
Cataloging & Classification
Selection & Acquisition of Library Materials

WASHINGTON

BASIC MEDIA MANAGEMENT -- SOFTWARE
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Media Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Mighican Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials, TV or video tapes
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

Upon completion of Basic Media Management--Software, the graduate will:

1. Have an increased awareness of the history of audiovisuals in medicine;
2. Be able to identify in several formats excellent to poor technical quality of audiovisual productions produced for health science audiences;
3. Be able to inventory the institution's software holdings;
4. Be able to identify audiovisual reference tools for locating useful software;
5. Have the ability to provide reference searches for patrons in specified subject areas;
6. Be able to identify several quality sources of health

science audiovisual software. Furthermore, the librarian will have an increased awareness for evaluation criteria used in identifying producers of quality audiovisuals;

7. Have the ability to rent and/or purchase audiovisuals from health science distributors. In addition, copyright issues for audiovisuals will be discussed;
8. Be able to write and justify a realistic audiovisual software budget for a library;
9. Write an outline for a tentative software preview and acquisition policy for a library;
10. Be able to borrow or loan audiovisuals through the ALA "interlibrary loan" form;
11. Be able to catalog audiovisual software. The librarian will be expected to identify a tentative classification system to be used in the library;
12. Be able to provide centralized bibliographical control records for audiovisuals owned by the library and by the employer institution;
13. Develop audiovisual software services while solving a specific problem for a theoretical institutional library.

Cataloging & Classification
Medical Librarianship
Selection & Acquisition of Library Materials

WASHINGTON

BASIC MEDIA MANAGEMENT -- HARDWARE & PHYSICAL FACILITIES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, Media Specialists, maximum 25

Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456

At: Seattle, Washington

Mode: On demand; classroom presentation

Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation time, 7 hours total

Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials

Credit: Continuing Education Units (.7)

Recognition: Certificate

Level: Basic or beginner

Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations

Entrance: None

Preparation: Readings prior to program

Teacher: Drawn from pool of subject experts with teaching experience

Descriptive: Catalog, syllabus

Evaluation: By participants

Contact: Julie A. Virgo, Ph.D.
same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives:

At the completion of the course, participants will be able to:

1. name and differentiate the four different kinds of audiovisual facilities;
2. explain the need for a user survey;
3. name 8 of the 11 components of learning spaces for audiovisual use;
4. name the 4 basic tasks for the staff of an audiovisual facility and describe one activity each would perform;
5. list two supply items needed for minimum care at the facility and say for what they are used;
6. describe one procedure needed in scheduling a room for group use in the audiovisual facility;

7. name one element of a user education program;

8. describe one element of care needed for each of the following:
   2 x 2 slides
   audiocassettes
   16mm films
   videocassettes

9. name three equipment factors necessary in equipment selection;

10. list two questions one would specifically ask in selecting (1) an audiocassette player (2) a slide projector (3) a 16mm film projector (4) an 8mm film projector and (5) a videocassette player;

11. describe the two ways of standardizing equipment for an audiovisual facility;

12. name one specific source of hardware evaluation from each of the following categories: monograph sources, serial sources, organization resources and local people resources.

Buildings and Facilities
Medical Librarianship

MEDIA DESIGN, PRODUCTION, PROGRAMMING

WISCONSIN

PHOTOGRAPHIC MATERIALS FOR INSTRUCTION

For: Paraprofessionals, Media Specialists
Sponsor: University of Wisconsin/Eau Claire,
Department of Library Science and Media Education,
Eau CLaire, WI 54701
715-836-2635
At: University of Wisconsin/Eau Claire,
Department of Library Science and Media Education,
Eau Claire, WI 54701
Mode: Intermittent; classroom presentation
Time: Spring semester; approximately 48 contact hrs., 96 preparation hrs., 144 total hrs.; weekly
Methods: Audio tapes or cassettes, discussions, films, lectures, laboratory work, open questions, overhead projection, reading materials, slides/filmstrips
Credit: Undergraduate credit (3)
Recognition: None
Level: Basic or beginner
Fees: Tuition: $29.25/credit (resident); Board: $285/semester(double); Other fees: none; living accommodations on campus available for singles and couples
Entrance: Have camera with adjustable lens and shutter speeds
Preparation: Information not provided
Teacher: Jack Garber, Assistant Professor, University of Wisconsin/Eau Claire
Descriptive: None
Evaluation: By participants
Placement: No
Special Materials: Materials supplied by sponsor, camera supplied by participant
Objectives: State an instructional objective(s) and produce the photographic material(s) (prints, slides, movies, etc.) employing subject matter, composition, lighting, exposure and processing techniques, that will enable a viewer of those materials to achieve the stated objective(s).
Enabling Skills: develop film and print positives from the negatives; use camera controls to maximize instructional intent of picture; compose photographs for easy "reading" of the picture; take still and motion pictures using artificial and natural light sources; achieve visible detail in highlight and shadow areas of one picture; use lighting to isolate, reveal form and texture, set a mood, create impact and "paint" a subject; produce "live", time-lapse and animated 8mm films; duplicate color slides; produce color slides from Kodalith negatives or positives; produce filmstrips from slides; produce high contrast and continuous tone overhead tranparencies.

ILLINOIS

HEALTH SCIENCES LIBRARIANSHIP
For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Middle Managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 tuition
Entrance: BA,BS Degree, LS 514
Preparation: None
Teacher: ANGIONE, Pauline, Asst. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Organization, administration, and services of various types of hospital and medical libraries. Study, evaluation and use of health science literature with particular emphasis on reference sources.

Reference

MEDICAL LIBRARIANSHIP

ILLINOIS

HEALTH SCIENCES LIBRARIANSHIP-PRACTICUM
For: Librarians with MLS or more (8), Operating Librarians without MLS (8), Media Specialists (8)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, Illinois 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; internship/practicum
Time: Bi-weekly
Methods: Assigned to local Health Science Library
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 tuition
Entrance: BA,BS Degree, LS 675
Preparation: Information not provided
Teacher: ANGIONE, Pauline, Asst. Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admission Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Assignment to local cooperating health science libraries for supervised experience in various library operations and functions. Selected research projects accompanied by final reports will be required, as will bi-weekly seminars with students, staff, and instructor.

Systems Analysis

ILLINOIS

MEDICAL LITERATURE AND REFERENCE WORK

For: Librarians with MLS or more, operating librarians without MLS, maximum 25

Sponsor: University of Illinois, Graduate School of Library Science, Urbana, IL 61801
(217) 333-3280

At: University of Illinois medical Center campus, Library of the Health Sciences, 1750 W. Polk Street, Chicago, IL 60612

Mode: Offered on a regular basis each year, classroom presentation

Time: 24 days, from 6/20/77 to 7/22/77; 48 contact hours, 90 hours of student preparation time, 175 total hours; daily; application deadline is June 20, 1977 or when class is filled

Methods: discussions, lectures, on-site visits, problem sets and exercises, reading materials, slides/filmstrips, guest speakers

Credit: Graduate credit (1) unit

Recognition: Grade

Level: Intermediate

Fees: $88 tuition; single accommodations available on campus

Entrance: MLS degree preferred, BA,BS degree minimum, prerequisite course: science reference and materials

Preparation: None
Library of the Health Services, University of Illinois Medical Center Campus

Teacher: HERSHFELD, Lorraine, Head of Information Services, Library of the Health Sciences, University of Illinois

Descriptive: News release

Evaluation: By participants

Contact: Edward F. Kalb, University of Illinois Office of Continuing Education, 300 W. Golf Rd., Mt. Prospect, IL 60056

Placement: No

Special Materials: Supplied by sponsor

Objectives: Upon successful completion of this course participants are expected to be able to: locate in an appropriate tool the answers to most reference questions likely to be asked in a medical library; recognize and describe most of the usual types of reference materials of use in a medical library; use effectively MEDLINE and other computerized retrieval systems of use in medical libraries.

Bibliography
Reference
Special Librarianship

MEDICAL LIBRARIANSHIP

TENNESSEE

BIOMEDICAL INDEXES 1879 - 1959; THEIR CHRONOLOGY, SCOPE, AND RELATIONSHIPS

For: Medical librarians, medical library users
Sponsor: University of Tennessee Center for the Health Sciences Library, Dept. of Educational Services
800 Madison Ave., Memphis, TN 38163
901-528-5634
At: N/A
Mode: On demand; independent study
Time: 2 hours; participants do not meet
Methods: Personalized system of instruction
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: Pre-test
Teacher: None
Descriptive: Sample
Evaluation: By participants, by an expert
Contact: Joan M. Marcotte
same address and phone as above
Placement: No
Special Materials: The biomedical indexes covered; supplied by the participant
Objectives: This self-instructional packet is designed to familiarize the participant with the time span, sequence, scope of coverage, and relationships between the major biomedical indexes which were published between 1879 and 1959.

After completing it, the participant will be able to conduct a more efficient search of the biomedical literature by eliminating beforehand those indexes which would not adequately cover the time span and/or type of literature requested.

Bibliography
Indexing and Abstracting
Reference

TENNESSEE

SELF-INSTRUCTIONAL PACKET ON THE USE OF SCIENCE CITATION INDEX

For: Medical librarians, medical library users
Sponsor: University of Tennessee, Center for the Health Sciences Library, Dept. of Educational Services,
800 Madison Ave., Memphis, TN 38163
901-528-5634
At: Information not provided
Mode: On demand;independent study
Time: 2 hours, participants do not meet
Methods: Personalized System of Instruction
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: None
Descriptive: Sample
Evaluation: By participants, by an expert
Contact: Joan M. Marcotte
same address and phone as above
Placement: No
Special Materials: Science Citation Index, supplied by the participant
Objectives: This self-instructional packet is designed to give the participant a working knowledge of Science Citation Index and enable him to use it in his searches of the scientific literature.

After completing it the participant will be able to:

1. Identify all portions of any entry in the five indexes which comprise Science Citation Index.

2. Compile a bibliography of recent articles on a topic starting with one key older article.

3. Compile a bibliography of recent articles on a topic starting with one or two subject terms.

4. Find the names of all staff members of a given department of a university who have published papers in the past three months or one year as well as the titles, coauthors, etc. of these articles.

Bibliography

Indexing and Abstracting
Reference

WASHINGTON

MATERIALS FOR THE HISTORY OF THE HEALTH SCIENCES

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA members; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: Readings prior to program
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is designed to provide the student with an awareness of the variety of materials any retrospective collection might include and an awareness of some problems in their care and processing. Appropriate reference sources will be discussed and evaluated. The syllabus has been expanded to include all the health sciences.

Bibliography
Conservation & Preservation of Library Materials
Selection & Acquisition of Library Materials

WASHINGTON

GENERAL BIOMEDICAL REFERENCE TOOLS

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (7)
Recognition: Certificate
Level: Basic or beginner
Fees: Tuition is $30 for MLA members, $45 for non-members; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information provided

Public Services
Reference

MINORITIES, MATERIALS & SERVICES FOR

WASHINGTON, D.C.

LIBRARY SERVICE TO THE AGING
For: Librarians with MLS or more (20), Administrators, Librarians serving the aged
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Offered on a regular basis each year; weekends
Time: 5 days, from 7/22/77 to 8/19/77; 35 contact hours, 105 hours of student preparation, 140 hours total; weekly; application deadline is 7/15/77
Methods: Discussions, on-site visits, problem sets and exercises, TV or video tapes
Credit: Audit (0), Graduate credit (3), Credit toward Post-MLS Certificate (3), No credit option
Recognition: Grade
Level: Basic or beginner
Fees: $100 per credit hour; single living accommodations available on campus
Entrance: MLS Degree, BA,BS Degree
Preparation: None
Teacher: WRIGHT, Kieth, Assistant Professor, Catholic University, Washington, D.C.
Descriptive: Brochure, catalog, syllabus
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, Catholic University, Washington, D.C. 20064
202-635-5256
Placement: No
Special Materials: None needed
Objectives: To help professional librarians become aware of the particular characteristics and service needs of older people; to introduce them to the various kinds of successful library programs and services in this area. Upon completion of this course, its social and psychological ramifications; outline a philosophy of library service to older citizens; critically evaluate a library program and postulate principles on which the program operates; describe one model for library cooperation with other community agencies serving the aging.

Adults, Materials and Services for

ARIZONA

INFORMATION RESOURCES FOR THE SPANISH-SPEAKING
For: Librarians with MLS or more, Operating Librarians without MLS; Spanish surnamed specially recruited
Sponsor: University of Arizona, Graduate Library School,
1515 E. First St., Tucson, Arizona 85719
602-884-3565
At: University of Arizona, Graduate Library School,
1515 E. First St., Tucson, Arizona 85719
Mode: Intermittent, on demand; classroom presentation
Time: From 1/15/77 to 5/15/77 and from 7/11/77 to 8/10/77; 48 contact hours, 144 hours of student preparation; 192 hours total; daily; application deadlines are 1/10/77 and 5/1/77
Methods: Laboratory work, lectures, panel presentations
Credit: Audit (3), Continuing Education Units (3), Undergraduate credit, No credit option
Recognition: None
Level: Intermediate
Fees: $76.00; living accommodations are available on campus
Entrance: BA,BS Degree, some knowledge of Spanish desirable but not required
Preparation: No information provided
Teacher: TREJO, Dr. Arnulfo, Professor, University of Arizona, Graduate Library School
Descriptive: Syllabus
Evaluation: Internal system of evaluation
Contact: Dr. Arnulfo Trejo
same phone and address as above
Placement: No
Special Materials: Supplied by participant
Objectives: The goal is to acquaint participants with principal reference books, periodicals, and government publications used as resources for the Spanish-speaking. Also covered will be publishers, distributers, and manufacturers of print and non-print materials pertinent to people of Hispanic heritage. The objective is to prepare librarians and educators to select materials for and give information services for the Spanish-speaking.

Reference

MUSIC LIBRARIANSHIP

ILLINOIS

MUSIC LIBRARIES

For: Librarians with MLS or more, Operating librarians without MLS, Middle managers
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA, BS Degree
Preparation: Information not provided
Teacher: ROBERTS, Donald, Music Librarian, Northwestern University
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Designed to prepare public, college and university librarians to select, catalog and administer music materials in the library.

WASHINGTON, D.C.

PRISON LIBRARIANSHIP
For: Librarians with MLS or more, Administrators, Middle Managers, Trustees; maximum 25
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, 115 Law School--Leahy Hall, Washington, D.C. 20064
Mode: Offered on a regular basis each year; classroom presentation
Time: 12 days from 6/27/77 to 8/12/77; approximately 30 contact hrs., 90 preparation hrs., 120 total hrs.; bi-weekly; application deadline is 6/20/77
Methods: Discussions, lectures, reading materials
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85/credit; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; application fee: $10; living accommodations on campus available for singles
Entrance: BA, BS, MLS Degree
Preparation: Information not provided
Teacher: MCGUIRL, Dr. Marlene, Chief Anglo-American Law Division, Library of Congress
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: This course should supply the student with a working knowledge of the correctional system, the process of criminal incarceration, the information necessary for setting up a prison library, and the needs of the incarcerated.

FLORIDA

INNOVATIONS IN EDUCATION: THEIR IMPLICATIONS FOR PUBLIC LIBRARY SERVICE (A Project Librarians Conference)

For: Directors of Public Libraries in Florida that receive state aid

Sponsor: State Library of Florida, R. A. Gray Bldg.,
Tallahassee, FL 32304
904-488-2088

At: Hilton Hotel, Gainesville, Florida

Mode: Offered on a regular basis each year; workshop

Time: 2 days, from 1/12/77 to 1/13/77; 11 contact hours, 0 hours student preparation time, 11 hours total

Methods: Discussions, lectures, open questions, panel presentations

Credit: No credit

Recognition: None

Level: For all administrators of public libraries that receive state aid regardless of educational background or size of library

Fees: None

Entrance: Must be a library director (or designated representative) of a public library in Florida that receives state aid

Preparation: Pre-test

Teacher: CLARKE, Dr., Phil, Director of Community Education Center, University of Florida, and JORDAN, Stan, Community Education Coordinator, Duval Co.

Descriptive: Brochure

Evaluation: By participants

Contact: Lois Fleming, Public Library Consultant, same phone and address as above

Placement: No

Special Materials: Supplied by sponsor

Objectives: Participants will be made aware of new trends in education such as community education, non-traditional education including external degree programs, CLEP, and ABE/GED programs, and will analyze these new developments through interaction with resource specialists and other public librarians for implications to their service programs. Participants will identify and develop a strategy through which they can take the initiative in determining their role in the community education concept. They will identify specific elements inherent public library service that would be of value to the community education concept as part of a cooperative agency effort. They will begin the development of service plans to provide library assistance to the adult learner.

Adults, Materials and Services for

Continuing Education
Library as a Social Organization
Public Services

PUBLIC LIBRARIANSHIP

ILLINOIS

PUBLIC LIBRARIES
For: Librarians with MLS or more (15), Operating Librarians without MLS (15)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School for Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Films, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided on living accommodations
Entrance: BA, BS Degree
Preparation: No information provided
Teacher: To be announced
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Public Libraries in the life of the nation today; services and administration.

Administration and Management
Public Relations
Public Services

PUBLIC LIBRARIANSHIP

MICHIGAN

PUBLIC LIBRARY OUTREACH - SENIOR CITIZEN NEEDS

For: Librarians with MLS or more, operating librarians without MLS, students in MSL program
Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, Michigan 49008
616-383-1849
At: Western Michigan University, School of Librarianship, Waldo Library, Room 2061, Kalamazoo, MI 49008
Mode: Intermittent, seminar
Time: From 3/21/77 to 4/18/77; 15 contact hours, 15 hours student preparation, 30 hours total; weekly; application deadline is January 3, 1977
Methods: Discussions, field experience, lectures, overhead projection, team teaching
Credit: Graduate credit
Recognition: Grade
Level: Intermediate
Fees: $33.50 for in-state students; $73.50 for out of state students
Entrance: BA,BS degree
Preparation: None
Teacher: SMITH, Asst. Prof., Western Michigan University; MCKINNEY, Assoc. Prof., Western Michigan University
Descriptive: Brochure
Evaluation: By participants, internal system of evaluation
Contact: Mr. William K. Smith
same address and phone as above
Placement: No
Special Materials: None needed
Objectives: Introduce participants to primary physical and social characteristics of senior citizens in order to implement library programs to meet the needs of this group.

1. Identify general characteristics of aging
2. Observe services offered to senior citizens through an agency designed for assisting this group
3. Identify a senior citizen housing facility that provides library service to its occupants
4. Plan a model library program that will assist senior citizens in meeting their informational needs.

Adults, Materials and Services for
Disadvantaged, Materials and Services for
Handicapped, Materials and Services for

PUBLIC LIBRARIANSHIP

MICHIGAN

PUBLIC LIBRARY OUTREACH: YOUNG ADULT/ADULT NEEDS

For: Librarians with MLS or more, operating librarians without MLS, paraprofessionals, administrators, middle managers, media specialists, students in MLS program

Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, MI 49008
616-383-1849

At: Western Michigan University, Waldo Library, Room 2061, Kalamazoo, MI 49008

Mode: Intermittent, seminar

Time: 5 days, from 2/14/77 to 3/21/77; 15 contact hours, 15 hours of student preparation, 30 hours total; weekly; application deadline is January 3, 1977

Methods: Discussions, lectures, on-site visits, overhead projection, team teaching

Credit: Audit, graduate credit, credit toward Post-MLS Certificate

Recognition: Grade, letter

Level: Intermediate, advanced

Fees: $33.50 for in state; $73.50 for out of state students

Entrance: BA,BS Degree

Preparation: None

Teacher: SMITH, Asst. Professor, Western Michigan University; MCKINNEY, Assoc. Prof., Western Michigan University

Descriptive: Brochure

Evaluation: By participants, internal system of evaluation

Contact: Miss Eleanor McKinney, same phone and address as above

Placement: No

Special Materials: None needed

Objectives:

1. Identify the major characteristics of young adults and adults as they relate to literacy.
2. Be introduced to existing public library I & R service.
3. Be introduced to existing programs of public library service supporting and encouraging adult independent learning.
4. Be introduced to the major characteristics of the YA and adult independant learner.
5. Be introduced to primary learning theories involved with adult independent learning.
6. Learn how to assess priorities and determine the most appropriate place to begin and continue programs; set up short and long range goals for implementation.

GOAL: Introduce participants to existing programs of I & P, learning theories and programs encouraging adult independent learning as they relate to the informational needs of YA and adults.

Adults, Materials and Services for
Disadvantaged, Materials and Services for
Young Adults, Materials & Services for

MICHIGAN

PUBLIC LIBRARY OUTREACH: CHILDREN'S NEEDS

For: Librarians with MLS or more, operating librarians without MLS, paraprofessionals, media specialists, full time students in program

Sponsor: Western Michigan University, School of Librarianship, Kalamazoo, Michigan 49008 616-383-1849

At: Western Michigan University, School of Librarianship, Waldo Library, Room 2061, Kalamazoo, MI 49008

Mode: Intermittent, seminar

Time: 5 days, from 1/10/77 to 2/7/77; 15 contact hours, 15 hours of student preparation time, 30 hours total; 30 hours total; weekly; application deadline is January 3, 1977

Methods: Case study materials, discussions, films, lectures, open questions, reading materials, simulation methods

Credit: Graduate credit (1)

Recognition: Grade

Level: Intermediate

Fees: $33.50 for residents, 73.50 for non-residents; no information given on living accommodations

Entrance: BA,BS Degree

Preparation: Information not provided

Teacher: MCKINNEY, Assoc. Prof.; and SMITH, Asst. Prof., Western Michigan University

Descriptive: Brochure

Evaluation: By participants, internal system of evaluation

Contact: Miss Eleanor McKinney
same address and phone as above

Placement: No

Special Materials: None needed

Objectives: Upon completion of this course, participants are expected to be able to plan, organize, and implement programs of library service in the public library for the socially disadvantaged child from pre-school to pre-teen.

Specific objectives The participants will: 1. Study the needs and characteristics of the socially disadvantaged child, and the characteristics of the librarian serving this child successfully. 2. Evaluate and select library books and non-print material suitable for the child after discussion of creative approaches to enrichment of the child's life through library materials. 3. Assess priorities and determine the most appropriate place to begin and continue programs; set appropriate long and short run objectives for implementation.

Children, Materials & Services for
Disadvantaged, Materials and Services for
Minorities, Materials & Services for

PUBLIC LIBRARIANSHIP

NEW HAMPSHIRE

PUBLIC LIBRARY TECHNIQUES

For: Operating librarians without MLS (60), librarians and staff with no other training
Sponsor: New Hampshire State Library, 20 Park St.,
Concord, NH 03301
603-271-2425
With: University of New Hampshire, Division of Continuing Education
At: Keene State College, Mason Library, Keene, NH 03431; also held at Plymouth College, Lamsun Library, Plymouth, NH 03264
Mode: Continous; classroom presentation
Time: 10 days, from 10/5/76 to 12/7/76 and from 3/77 to 5/77; 25 contact hours, approximately 15 hours of student preparation; weekly
Methods: Discussions, field experience, films, lectures, reading materials
Credit: Continuing education units (2)
Recognition: Certificate
Level: Basic or beginner
Fees: None
Entrance: Employment in a public library
Preparation: None
Teacher: Information not provided
Descriptive: Brochure, letter to NH libraries
Evaluation: By participants
Contact: Miss Anne Kraus, same address and phone number as above
Placement: No
Special Materials: Supplied by sponsor and supplied by participant
Objectives: The program consisting of 8 courses is designed to provide a knowledge of library skills and an understanding of the purpose, organization and actvities of small public libraries to public library employees with no other library training.

Adults, Materials and Services for
Children, Materials & Services for

PUBLIC RELATIONS

WASHINGTON, D.C.

SEMINAR ON PUBLIC RELATIONS FOR LIBRARY AND INFORMATION SERVICES

For: Librarians with MLS or more, Administrators, Middle Managers; maximum 20
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, Department of Library Science, 50 Caldwell Hall, Washington, D.C. 20064
Mode: Offered on a regular basis each year; seminar
Time: 5 days, from 7/9/77 to 8/13/77; approximately 37 ! contact hrs., 112.5 preparation hrs., 150 total hrs.; weekends; application deadline is 7/1/77
Methods: Case study materials, discussions, lectures, reading materials, telephone
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $85 credit hr.; Board: $461 (21 meal plan), $417 (15 meal plan), $369 (10 meal plan), or pay as you go; application fee: $10; living accommodations available on campus for singles
Entrance: MLS Degree, BA, BS Degree
Preparation: Information not provided
Teacher: NORTON, Alice, public relations consultant
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064 202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: To enlarge the student's vision of what a superior public relations program is. Upon successful completion of the course, students should be able to: specify elements of a public relations program; demonstrate through a written or verbal presentation how a public relations program can be implemented; evaluate the effectiveness of a public relations program; relate current research findings to the implementation of a public relations program.

PUBLIC RELATIONS

MASSACHUSETTS

LIBRARY PUBLIC RELATIONS

For: Administrators, middle managers
Sponsor: Simmons College, School of Library Science, 300 The Fenway, Boston, MA 02115 617-738-2223
At: Simmons College, School of Library Science, 300 The Fenway, Boston, MA 02115
Mode: Once only; clinic
Time: 4 days; from 4/1/77 to 4/2/77 and from 4/15/77 to 4/16/77
Methods: Case study materials, discussions, field experience, on-site visits, problem sets and exercises, role-playing exercises, telephone (conference calls)
Credit: No credit
Recognition: Certificate
Level: No limit
Fees: $130 estimated
Entrance: None
Preparation: No information given
Teacher: NORTON, Alice, Consultant, Ridgefield, CT 203-438-4064
Descriptive: Brochure
Evaluation: By participants, internal system of evaluation
Contact: T. W. Sineath, School of Library Science, Simmons College, Boston, MA 02115
Placement: Information not provided
Special Materials: Information not provided
Objectives: Plan and conduct public relations program.

TEXAS

PUBLICITY AND PUBLIC RELATIONS

For: Librarians with MLS or more (25), Operating Librarians without MLS (25), Media Specialists; Blacks, Spanish surnamed, Native Americans and Handicapped are specially recruited

Sponsor: Library Science Dept., Sam Houston State University,
Box 2236, Huntsville, Texas 77340
713-295-6211, ext. 2153

At: Library Science Dept., Sam Houston State University,
Avenue I, Huntsville, TX 77340

Mode: Intermittent; classroom presentation, home study or home study/group study, workshop

Time: 2 days, 4/2/77 and 4/30/77; 7.5 contact hours per day or 15 hours, 30 hours student preparation; application deadline is 1/10/77 for one hour degree credit; 2/20/77 for noncredit

Methods: Audio tapes or cassettes, discussions, field experience, films, games, laboratory work, lectures, open questions, overhead projection, panel presenations, picture boards, programmed instruction, problem sets and exercises, radio, reading materials, role-playing exercises, simulation methods, slides/filmstrips, telephone, TV or video tapes

Credit: Graduate credit (1), Credit toward Post-MLS Certificate (1), No credit option

Recognition: Grade, letter

Level: No information provided

Fees: $58 for 1 course; $66 for two courses; $74 for three courses; $20 for no credit option (may register late); single and couple living accommodations are available on campus

Entrance: No requirements for no credit; BA,BS Degree, certain pre-requisite courses

Preparation: Assignment between sessions

Teacher: PICHETTE, William, Dr., Assistant Professor, Sam Houston State University

Descriptive: Brochure

Evaluation: By participants, by an expert, internal system of evaluation, test (if for credit)

Contact: Dr. Lesta N. Burt, Director, Library Science,
Box 2236, SHSU, Huntsville, TX 77340
713-295-6211 ext. 2153

Placement: No information provided

Special Materials: Supplied by sponsor and books can be purchased at the University Bookstore

Objectives: Upon successful completion of this course each participant will be expected to be able to implement a program of publicity, promotion and public information in the library of his choice. This goal will be accomplished by the development of the competencies to perform these functions:

Publicity Releases (newspapers, radio, T.V.)
Printing, graphics & library publication

Library displays and exhibits
Organizing, scheduling, and budgeting an annual PR program
Promoting the library to special public (handicapped, elderly, rural, business community, government officials)
The role and activity of trustees, friends, volunteers and staff in the library's PR program
Fund raising
Preparing promotional and orientation slide presentation
Improving personal relations between staff members and between staff and patrons.

Each participant will select several areas for concentrated work.

Public Services

ILLINOIS

SEMINAR IN LIBRARY SERVICES
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Administrators (20), Middle managers (20), Media specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; seminar
Time: Weekly
Methods: Discussions, lectures, open questions, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: To be announced
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Analysis of current trends and issues in library services. Area of concentration will vary from year to year as need arises. Specialization may be in public libraries, academic libraries, special libraries or community college libraries.

Academic Librarianship
Public Librarianship
Special Librarianship

WASHINGTON

INTERLIBRARY LOAN
For: Clericals, Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 4 contact hours, 4 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.4)
Recognition: Certificate
Level: Basic or beginner
Fees: $15 tuition MLA members; $25.00 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: The course is designed for individuals with limited or no prior experience in this area of library work. Correct procedures for completion and submission of an ALA Interlibrary Loan Request Form will be emphasized. Bibliographic tools for verifying and locating desired material will be described and evaluated.

Medical Librarianship

REFERENCE

FLORIDA

REFERENCE WORKSHOP FOR PARAPROFESSIONALS
For: Library technicians, operating librarians without MLS, paraprofessionals
Sponsor: State Library of Florida, R. A. Gray Bldg.,
Tallahassee, FL 32304
904-488-2088
At: Not yet determined
Mode: On demand; cassettes/tapes, television or television/classroom
Time: 1 day; 7 contact hours, 7 hours total
Methods: Lectures, problem sets and exercises, role-playing exercises, TV or video tapes
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: Staff who work in reference area who need course
Preparation: Materials to be brought
Teacher: PAUL, Patty, Head, Documents Section, Florida State Library
Descriptive: Videotape of entire workshop available
Evaluation: Information not provided
Contact: Patty Paul, Head, Documents Section, Florida State Library, same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Paraprofessional staff who have had no formal library course in reference will have mastered upon completion of this conference the basic skills in negotiating a reference question, and through "hands on experience" will be knowledgeable about the types of questions that can be answered by five basic reference tools.

Education for Librarianship
Library Technicians

IOWA

BASIC REFERENCE SERVICES IN THE SMALL PUBLIC LIBRARY
For: Operating librarians without MLS, Paraprofessionals
Sponsor: State Library Commission of Iowa
  Historical Bldg., Des Moines, Iowa 51319
  515-247-4400
At: Varies
Mode: On demand; classroom presentation
Time: 10 contact hours
Methods: Audio tapes or cassettes, case study materials, discussions, films, lectures, open questions, overhead projection, reading materials, TV or video tape
Credit: Continuing Education Units (1)
Recognition: Certificate
Level: Basic or beginner
Fees: Varies; no living accommodations provided
Entrance: None
Preparation: None
Teacher: Varies
Descriptive: Syllabus
Evaluation: By participants
Contact: Brian Greer
  same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is designed to assist the librarian of the small public library in obtaining an understanding of the nature and functions of reference services, in evaluating, selecting and using reference sources to better meet community needs, and in improving interpersonal communication in the reference encounter.

REFERENCE

ILLINOIS

SEMINAR IN REFERENCE SERVICES
For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Administrators (20), Middle Managers (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Seminar
Time: Weekly
Methods: Discusssions, lectures, open questions, reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: DAVIS, Richard, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Analysis of current problems and projects in the areas of research and reference.

Research

NEW HAMPSHIRE

RESEARCH METHODS
For: Clericals (15), Library Users (15)
Sponsor: Franconia College, Franconia, New Hampshire, 03580
603-823-8166
At: Franconia College, Franconia, NH 03580
Mode: Offered on a regular basis each year; classroom presentation, home study or home study/group study
Time: 15 days, from 9/13/76 to 12/13/76 and from 9/77 to 12/77; 22.5 contact hours, 7 hours student preparation, 30 hours total; weekly; application deadlines are 9/20/76 and 9/20/77
Methods: Diagnostic tests, field experience
Credit: Continuing Education Units, Undergraduate credit
Recognition: Certificate, letter
Level: Intermediate
Fees: Not set; no living accommodations available on campus
Entrance: High school diploma
Preparation: None
Teacher: REUTER, Anne, Library Director, Franconia College
Descriptive: None
Evaluation: By participants
Contact: Ann Reuter, same phone and address as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: This program teaches students and library personnel alike the basic research methods applicable in both public and academic libraries. Students are shown how to research a paper; library personnel are trained how to answer simple and oft-repeated reference questions.

Library Technicians, Programs for

NEW JERSEY

ANALYSIS OF INSTRUCTIONAL MATERIALS I
For: Library Technicians, Paraprofessionals, Media Specialists
Sponsor: Trenton State College, Media Communication Science Dept., P.O. Box 940, Pennington Road, Trenton, JN 08618
609-771-2318
At: Trenton State College, Media Communication Science Dept., P.O. Box 940, Pennington Road, Trenton, NJ 08618
Mode: Intermittent; classroom presentation, independent study
Time: No information provided
Methods: Discussions, lectures, reading materials
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Basic or beginner
Fees: No information given on fees or living accommodations
Entrance: None
Preparation: Materials to be brought
Teacher: PYPCZNSKI, Penny, Instructor, Trenton State College, Trenton, NJ
Descriptive: No information provided
Evaluation: External system of evaluation
Contact: Dr. Richard Warner
same phone and address as above
Placement: Yes
Special Materials: Supplied by participant
Objectives:

1. to acquire an understanding of the function of reference service

2. to become familiar with the general trade selection aids in the reference field

3. develop skill in making bibliographic form and apply same to work

4. acquire a working knowledge of research methods

Bibliotherapy
Research

REFERENCE

NEW JERSEY

ANALYSIS OF INSTRUCTIONAL MATERIALS II
For: Library Technicians, Paraprofessionals,
Media Specialists
Sponsor: Trenton State College, Media Communication
Science Dept., P.O. Box 940, Pennington Rd.,
Trenton, NJ 08618
609-771-2318
At: Trenton State College, Media Communication Science
Dept., P.O. Box 940, Pennington Rd. Trenton, NJ
Mode: Intermittent; classroom presentation, independent
study
Time: 15 to 17 days; 45 contact hours, 15 hours
student preparation; bi-weekly
Methods: Discussions, lectures, reading materials
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Advanced
Fees: No information provided on fees or living
accommodations
Entrance: None
Preparation: Completion of AIM I course
Teacher: PYPCZNSKI, Penny, Instructor, Trenton State
College, Trenton, New Jersey
Descriptive: Catalog
Evaluation: External system of evaluation
Contact: Dr. Richard Warner
same phone and address as above
Placement: Yes
Special Materials: No information provided
Objectives:

- know and apply various bibliographic forms
- successfully complete a bibliography for a unit of work
- acquire a satisfactory knowledge of advanced reference titles
- be able to conduct a research project

Bibliotherapy
Research

REFERENCE

SOUTH DAKOTA

HE MODERN REFERENCE LIBRARIAN
or: Operating Librarians without MLS (50)
ponsor: South Dakota State Library, Pierre, SC 57501
605-224-3131
t: Varies
ode: Circuit, on demand; workshop
ime: 1 day, given four different days: 10/4/76, 10/5/76, 10/7/76, 10/8/76; 5 contact hours, 5 hours total; daily
ethods: Discussions, lectures, open questions, role-playing exercises
redit: Continuing education units (1)
ecognition: Public acknowledgement
evel: Basic or beginner
ees: None
ntrance: None
reparation: None
eacher: ROBBINS, Jane, Independent Library Educator
escriptive: Syllabus
valuation: By participants
ontact: Dorothy Liegel, same phone and address as above
lacement: No
pecial Materials: Syllabus, supplied by sponsor
bjectives: This five hour basic course in reference will acquaint non-professionals with the major concepts and problems involved in reference service. The types of reference tools, the sources for determining what reference tools are available and presently being published, types of reference questions and aspects of the reference interview are covered.

TENNESSEE

REFERENCE
For: Media specialists
Sponsor: Tennessee Technical University, Box 5044,
  Coolleville, Tennessee
  615-528-4157
At: Tennessee Technical University, Bartco Hall,
  Coolleville, TN
Mode: Classroom presentation
Time: 1 quarter; 30 contact hours, approximately 15 hours of student preparation; bi-monthly
Methods: Films, lectures, overhead projection, simulation methods, slides/filmstrips
Credit: Graduate credit, undergraduate credit
Recognition: Grade
Level: Advanced
Fees: University rates
Entrance: Admission to College of Education and/or graduate school
Preparation: Materials to be brought
Teacher: PITTS, B. E., Assistant Professor,
  Tennessee Technical University, Coolleville, TN
  615-528-4197
Descriptive: Catalog
Evaluation: By participants, internal system of evaluation
Contact: Records and Admissions Office,
  Tennessee Technical University, Coolleville, TN
Placement: Yes
Special Materials: None needed
Objectives: Information not provided.

REFERENCE

TEXAS

REFERENCE RESOURCES
For: Librarians with MLS or more (5), operating librarians without MLS (5), paraprofessionals (5)
Sponsor: Baylor University, Department of Library Science,
3001 Moody Library, Waco, TX 76706
817-755-2410
At: Information not provided
Mode: Offered on a regular basis each year; classroom presentation
Time: 24 days, from 7/6/77 to 8/2/77; from 8/26/77 to 12/77; from 1/78 to 5/78; 4.5 contact hours per week, 9 hours of student preparation time per week, approximately 13.5 total hours; daily; application deadline is April 1977 for the summer 1977 session
Methods: Lectures, open questions, reading materials, role-playing exercises, TV or video tapes
Credit: Graduate credit (3), undergraduate credit (30
Recognition: Grade
Level: Basic or beginner
Fees: Tuition is $135; room and board is $200; application fee is $25; total fees are $360; single living accommodations available on campus
Entrance: BA or BS Degree
Preparation: None
Teacher: JENNERICH, Edward J., Dr., Chairman, Department of Library Science, Baylor University
Descriptive: Articles, catalog
Evaluation: By participants, by an expert
Contact: Dr. Edward J. Jennerich, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon sucessful completion of this course participants will be able to: 1. conduct a satisfactory reference interview; 2. exhibit appropriate verbal and non-verbal communication skills; 3. exhibit skill in the technqiues of question-negotiation; 4. understand the value and use of basic reference sources.

Public Services
Staff Devedopment

WASHINGTON

LITERATURE OF NURSING
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand, classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA members; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Planned for the person who has had little or no experience with the nursing profession, nursing education, or nursing literature; this course includes a discussion of library needs of the school of nursing and of the graduate nurse, as well as trends in nursing and nursing education and some important libraries with whose services nursing librarians should be familiar. The course also includes discussion of acquisitions, reference sources, literature of associations important to nursing and non-book materials.

Medical Librarianship
Public Services

REFERENCE

WASHINGTON

INDEXING AND ABSTRACTING SERVICES IN THE BIOMEDICAL SCIENCES
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Technical Information Specialists
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago,IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition for MLA members; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: Readings prior to pgogram
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: An introductory course for persons with limited or no experience in the use of *Biological Abstracts*, *Chemical Abstracts*, *Excerpta Medica* and *Science Citation Index*. Publication coverage, subject scope, indexing and abstracting policy are viewed in relationship to effective retrieval from these publications. Questions of when, why and how to use the indexes are discussed. Case studies of varied difficulty permit students to become familiar with all parts of the indexes and develop basic skills in their use. Through the problem-solving approach, the class discivers the strong points, unique capabilities, similarities, limitations and comparative effectiveness of each publication. The publications are also considered in relation to their computerized versions and to *Index Medicus*.

Indexing and Abstracting
Medical Librarianship
Special Librarianship

WASHINGTON

LITERATURE OF BEHAVIORAL SCIENCES

For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Technical Information Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 hours student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Information not provided.

Medical Librarianship
Public Services

WASHINGTON

RECENT ADVANCES IN THE LITERATURE OF PHARMACY
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Technical Information Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA members; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Since this course is designed primarily for the health sciences librarian who needs basic information on pharmacy reference questions and the reference tools used to answer them, several problem areas have been chosen, drug nomenclature and product information, directory and business information, drug interactions and adverse reactions. Standard pharmacy reference tools and services in these areas, and new tools and services will be discussed. Although other works are mentioned, emphasis is on those with United States coverage. Comparable sources are, of course, available for other countries.

Background material on pharmacy and pharmacy libraries and on general pharmacy reference sources is provided in the introductory section of the syllabus, for information purposes, rather than for class discussion.

A framework for categorizing and dealing with pharmaceutical reference questions is outlined; a comprehensive review of pharmacy reference sources is not intended.

Public Services
Special Librarianship
Medical Librarianship

WASHINGTON

A REVIEW OF THE LITERATURE OF DENTISTRY

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLS member; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

1. List the reference source or sources most likely to yield the answers when given a series of reference questions.

2. Recognize questions which cannot be easily answered with the reference sources presently available, and to suggest alternative sources of the answer.

3. Determine whether or not a prticular question might be suitably answered by searching using one of the on-line data bases discussed.

4. Describe the strategy to be used in compiling topical bibliographies.

Medical Librarianship
Public Services

Special Librarianship

REFERENCE

WASHINGTON

ADVANCED REFERENCE SERVICES
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, Technical Information Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation time, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Intermediate
Fees: $30 MLA members tuition; $45 non-member tuition; no information given on living accommodations
Entrance: Reference experience
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:
At the end of this course the participant should be able to:

1. write his own library's reference philosophy, state policies regarding the reference services, clientele served, and strategies to be used in reference areas (i.e. use of services, interviewing, use of the card catalog, and computer literature searches).

2. plan and establish procedures for the reference services in his own library.

3. recognize his responsibility for supervising the reference staff in his library.

4. identify potential problems arising from medical and legal questions asked of the medical librarian and provide possible solutions to these problems.

Administration and Management
Medical Librarianship
Public Services

WASHINGTON

MEDLINE AND THE HEALTH SCIENCES LIBRARY

For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Technical Information Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None, no MEDLINE training
Preparation: None
Teacher: Drawn from a pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D. same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon completion of this course, participants will be able to:

1. Compare the content and coverage of MEDLINE and Index Medicus.

2. Describe the indexing process, including concepts of depth, IM vs. NIM, and coordination.

3. Identify and describe the forms of the printed MeSH, and of MeSH terms.

4. Choose correct main heading/subheading combinations for given subjects and write them in proper MEDLINE input format.

5. Define the program messages and commands necessary for a simple MEDLINE search.

6. Write the correct "PRINT" commands needed to retrieve specified portions of MEDLINE citations.

7. Write simple search statements using the correct Boolean logic (AND, OR, AND NOT) for a variety of simple subject requests.

8. Identify the elements required for the submission of a good search request, including those parameters which must be defined/clarified during the interview with the requester, and the limitations of the MEDLARS/MEDLINE system.

Data Bases
Indexing and Abstracting

REPROGRAPHY

WASHINGTON, D.C.

MICROGRAPHIC TECHNOLOGY
For: Librarians with MLS or more, Administrators, Middle Managers, Media Specialists; maximun 25
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085
At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; classroom presentation
Time: 14 days, from 9/6/77 to 12/19/77, approximately 37.5 contact hrs., 112.5 preparation hrs., 150 hours total; weekly; application deadline is 8/31/77
Methods: Films, laboratory work, reading materials
Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $110/credit hr.; Board: varies; living accommodations on campus available for singles
Entrance: MLS Degree, BA, BS Degree
Preparation: Information not provided
Teacher: SPEER, Dr. Jack, Director of Library Information Systems, Informatics, Inc.
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064
202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: The course is designed to enable librarians to understand the relevant technology and make correct decisions on purchase and use of equipment. Upon successful completion of the course, students should be able to: recognize and describe reprographic devices, media, and techniques used in information processing; apply criteria for evaluation and select appropriate systems and methods; design an effective microform system.

RESEARCH

ILLINOIS

RESEARCH METHODS
For: Librarians with MLS or more (15), Operating Librarians without MLS (15)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Computer-assisted instruction, discussions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA,BS Degree
Preparation: None
Teacher: BRACE, William, Assoc. Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: Research needs for librarians and the techniques proposed for the solution of problems. Sources of information. Data processing techniques. Evaluation of research. Laboratory periods at Computer Center, Concordia College.

ILLINOIS

SUPERVISED STUDENT TEACHING

For: Librarians with MLS or more (8), Operating Librarians wihtout MLS (8), Middle Managers (8)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; supervised student teaching in Library School
Time: Information not provided
Methods: Assigned to Media Center of elementary, middle and high school
Credit: Graduate credit (5) (not toward MLS)
Recognition: Grade
Level: Advanced
Fees: $450 tuition; no information on living accommodations
Entrance: BA,BS Degree
Preparation: No information provided
Teacher: NOONON, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Practical experience in elementary, middle, or high school media centers. Does not count toward the degree. Admission by approval of the Chairman of the school media program.

Children, Materials & Services for
Young Adults, Materials & Services for

SCHOOL/MEDIA LIBRARIANSHIP

ILLINOIS

SEMINAR IN SERVICE TO CHILDREN AND YOUNG PEOPLES' LIBRARIES
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Middle managers (20), Media specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; seminar
Time: Weekly
Methods: Case study materials, discussions, films, lectures, open questions, on-site visits
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: No information given
Teacher: NOONON, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Analysis of current trends and issues in library service to youth in both school and public libraries.

Children, Materials & Services for
Young Adults, Materials & Services for

INDIANA

INSTRUCTION IN THE USE OF MEDIA
For: Media Specialists, Teachers
Sponsor: Purdue University, Education-Media Sciences, Education Bldg. 112, W. Lafayette, IN 47907 317-749-2902
At: Purdue University, Stewart Center, West Lafayette, IN 47907
Mode: Once only; workshop
Time: 15 days, from 6/27/77 to 7/15/77; 45 contact hours, 45 hours student preparation; daily; application deadline is 6/27/77
Methods: Films, games, laboratory work, lectures, team teaching
Credit: Audit, continuing education units (3), graduate credit (3), credit toward post-MLS certificate (3)
Recognition: Grade
Level: Intermediate
Fees: $81 tuition for Indiana residents; $162 tuition for out-of-state students; $5 other fees; single and couple living accommodations available on campus
Entrance: BA,BS Degree, school media experience
Preparation: None
Teacher: HERSHMAN, Virginia, Instructor, Purdue University
Descriptive: Brochure
Evaluation: By participants
Contact: Information not provided
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon successful completion of this three week intensive course participants should be able to design instructional materials for use with students from kindergarten through 12th grade to promote effective utilization of materials in a school media center.

Continuing Education
User Orientation & Education

NEW JERSEY

SEMINAR IN THE SYSTEMATIC DESIGN AND DEVELOPMENT OF EDUCATIONAL MEDIA MATERIALS

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, Media Specialists
Sponsor: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Trenton, NJ 08625 609-771-2318
At: Trenton State College, Dept. of Media Communication Science, P.O. Box 940, Trenton, NJ 08625 609-771-2318
Mode: Continuous
Time: 30 days, from 6/20/77 to 7/28/77; 120 contact hours, 40 hours of student preparation; application deadline is May 31, 1977
Methods: Audio tapes or cassettes, case study materials, discussions, films, laboratory work, lectures, open questions, lectures, open questions, overhead projection, panel presentations, TV or video tapes
Credit: Graduate credit (6)
Recognition: Grade, certificate
Level: Advanced
Fees: $25 per credit tuition; living accommodations are available on campus
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: ROMANO, Dr. Francis, Associate Professor, Trenton State College
Descriptive: Brochure, syllabus
Evaluation: By participants, external system of evaluation
Contact: Department of Media Communication Science, same phone and address as above
Placement: No information provided
Special Materials: No information provided
Objectives: After completion of this seminar, the student should be able to:

A. Identify the teaching learning skills that underlie the learning system design process

B. Recognize, derive, and write well-formulated learning objectives

C. Develop an evaluation plan for a learning system

D. Analyze tasks, objectives, and learner characteristics

E. Design a learning system

F. Designate and apply appropriate procedures in the product development cycle

G. Design and develop appropriate educational media materials for a specific learning system

Continuing Education
Educational Technology
Staff Development
Media: Design, Production

SCHOOL/MEDIA LIBRARIANSHIP

OHIO

SPRING SCHOOL MEDIA WORKSHOP
For: Clericals, Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, Administrators, Media Specialists
Sponsor: Kent State University, School of Library Science, Kent, Ohio 44242
With: Cuyahoga County Public Library
At: Kent State University, School of Library Science, Kent, Ohio 44242
Mode: Continuous, offered on a regular basis each year; workshop
Time: 2 days, from 5/7/76 to 5/8/76; approximately 10 total hrs.; yearly; application deadline is 4/25/76
Methods: Discussions, films, panel presentations
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: Total fees: $15.00; living accommodations on campus available for singles and couples
Entrance: No requirements
Preparation: None
Teacher: Clara O. Jackson, Associate Professor, Kent State University
Descriptive: Brochure
Evaluation: No evaluation
Contact: Clara O. Jackson, same address and phone as above
Placement: No
Special Materials: None needed
Objectives: To assist participants in identifying the "State of the Art" in media programs and the major forces which will influence the direction of change in the coming 25 years; to aid the participants in recognizing potential future uses of available technology (especially video) in shaping tomorrow's programs.

SELECTION & ACQUISITION OF LIBRARY MATERIALS

PENNSYLVANIA

THE SCHOOL LIBRARIAN AND GOVERNMENT DOCUMENTS
For: Operating Librarians without MLS; Media Specialists
Sponsor: Clarion State College, School of Library Media and Information Science, Clarion, PA 16214 814-226-6000
At: Clarion State College, Carlson Library/Classroom Building, Wood Street, Clarion, PA 16214
Mode: Intermittent; seminar
Time: 2 to 3 days for a total of 13 to 15 hours; 13 contact hours, 5 hours of student preparation; weekends; application deadline is January 13, 1977
Methods: Discussions, open questions, overhead projection, reading materials
Credit: Graduate credit (1)
Recognition: Grade
Level: Intermediate
Fees: $43 per credit; no living accommodations available on campus
Entrance: With permission
Preparation: Materials to be brought
Teacher: PAYNE, Patricia C., Assistant Professor, Clarion St. College
Descriptive: Brochure
Evaluation: Internal system of evaluation
Contact: Dr. Ahmad Gamaladdin same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Upon completion of this course, The School Librarian and Government Documents, the student will be able to identify those resources most relevant to the secondary school curriculum, determine methods of acquisition and distribution to maximize their effectiveness to the student body.

School/Media Librarianship
Government Documents

WASHINGTON, D.C.

WORKSHOP ON ACQUISITIONS FROM THE THIRD WORLD
For: Librarians with MLS or more (80), Acquisitions librarians (80)
Sponsor: Philadelphia Acquisitions Information Network,
34200 Walnut St., Philadelphia, PA 19174
215-243-7550
At: Library of Congress, Washington, D.C.
Mode: Once only; workshop
Time: 1 day, 2/4/77; 7 contact hours, 0 hours of student preparation time, 8 hours total; daily; 1/1/77 - extendable
Methods: Discussions, lectures, open questions
Credit: No credit option
Recognition: Public acknowledgement
Level: Intermediate
Fees: $7.50; no living accommodations available
Entrance: None
Preparation: None
Teacher: THOMPSON, James, Head, Acquisitions Dept., University of Pennsylvania
Descriptive: Articles, brochure
Evaluation: No evaluation
Contact: James Thompson
215-243-7550
Placement: No
Special Materials: None needed
Objectives: The purposes of this workshop are to present to participants an expert's knowledge of the sources of acquisitions problems in certain Third World areas, and to provide a forum for exchange, among librarians facing those problems, of techniques used to overcome them. The areas to be covered are Africa, Latin America, the Middle East, and U.S. Govt. documents.

Publishing
Technical Services

SELECTION & ACQUISITION OF LIBRARY MATERIALS

IOWA

COLLECTION BUILDING: PROBLEMS & POSSIBILITIES

For: Librarians with MLS or more, Operating Librarians without MLS, maximum 175
Sponsor: The University of Iowa, School of Library Science,
3087 Library, Iowa City, IA 52242
319-353-3644
At: University of Iowa, Iowa Memorial Union,
Iowa City, IA 52242
Mode: Once only; institute
Time: 1 day, March 15, 1977; 5 contact hours, 5 hours total; application deadline is March 11, 1977
Methods: Discussions, lectures, open questions, overhead projection
Credit: Continuing Education Units (.5)
Recognition: Information not provided
Level: Basic or beginner
Fees: $14 Tuition; no information given about living accommodations
Entrance: None
Preparation: None
Teacher: Leaders are guest speakers
Descriptive: Brochure
Evaluation: By participants
Contact: Ethel Bloesch
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: To provide practicing librarians the opportunity to explore current trends in collection building, both general and in relation to specific subject areas, by means of talks, and large and small group discussions.

IOWA

MATERIALS SELECTION AND WEEDING IN THE SMALL PUBLIC LIBRARY

For: Operating Librarians without MLS, Paraprofessionals
Sponsor: State Library Commission of Iowa, Historical Bldg., Des Moines, IA 50319
515-247-4400
At: Various
Mode: On demand
Time: 10 contact hours
Methods: Audio tapes or cassettes, case study materials, films, lectures, open questions, overhead projection, reading materials, TV or video tapes
Credit: Continuing Education Units (1)
Recognition: Certificate
Level: Basic or beginner
Fees: Varies
Entrance: None
Preparation: None
Teacher: Varies
Descriptive: Syllabus
Evaluation: By participants
Contact: Brian Greer
same phone and address as above
Placement: No information available
Special Materials: Supplied by sponsor
Objectives: Materials selection and weeding is a course designed to assist the library staff of the small public library in gaining an understanding of the "art" of selecting materials. In such a setting where funds are limited it is vitally important that the selection of materials is done carefully. The process must be logical yet orderly. The participant of this course will have the opportunity to discuss such diverse topics as selection principles, censorship, copyright, weeding the collection, and vertical file selection. An examination of various selection aids and reviewing sources will be included in this course. In addition special areas of concern in selection such as paperbound books, book editions, comics, etc. will be examined.

ILLINOIS

SEMINAR IN SELECTION OF LIBRARY MATERIALS

For: Librarians with MLS or more (20), Operating librarians without MLS (20)
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; seminar
Time: Weekly
Methods: Lectures, open questions, reading materials
Credit: Graduate credit (3)
Pecognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided about living accommodations
Entrance: BA, BS Degree
Preparation: None
Teacher: SPAHN, Ted, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Current trends and problems involved in building library collection.

SOUTH DAKOTA

MATERIALS SELECTION WORKSHOP
For: Operating Librarians without MLS (50)
Sponsor: South Dakota State Library, Pierre, SD 57501
At: Varies
Mode: Circuit; workshop
Time: 1 day, given four different days: 4/18/77, 4/19/77, 4/20/77, 4/22/77; 5 contact hours; daily
Methods: Case study materials, discussions, lectures open questions, reading materials, role-playing exercises
Credit: Continuing Education Units (!)
Recognition: Public Acknowledgement
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: ROBBINS, Jane, Independent Library Educator
Descriptive: Syllabus
Evaluation: By participants
Contact: LIEGEL, Dorothy
Placement: No
Special Materials: Supplied by sponsor
Objectives: This five hour basic course in materials selection will acquaint non-professionals with the major tools useful in acquiring library materials including books, vertical file materials, newpapers and other serials, library equipment, and audio-visual hardware and soft-ware.

SELECTION & ACQUISITION OF LIBRARY MATERIALS

WASHINGTON

ACQUISITION OF BIOMEDICAL MATERIALS
For: Librarians with MLS or more, Library Technicians, Operating Librarians without MLS, Paraprofessionals, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand,; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

1. to enable participants to select the most efficient source of supply for every purchase;
2. to enable participants to identify inefficiencies in their own procedures which cause order problems.

Bibliography
Medical Librarianship

SERIALS CONTROL

WASHINGTON, D.C.

SERIALS CONTROL
For: Librarians with MLS or more, Administrators, Middle Managers; maximum 20
Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064 202-635-5085
At: The Catholic University of America, 6 Gibbons Hall, Washington, D.C. 20064
Mode: Intermittent, offered on a regular basis each year; classroom presentation
Time: 15 days, from 1/16/78 to 5/6/78, approximately 37.5 contact hrs., 112.5 preparation hrs., 150 total hrs.; weekly; application deadline is 1/11/78
Methods: Discussions, field experience, on-site visits, problem sets and exercises, reading materials
Credit: Audit (0), graduate credit (3), credit towards Post-MLS certificate (3)
Recognition: Grade
Level: Advanced
Fees: Tuition: $110/credit; Board: varies; living accommodations on campus available for singles
Entrance: BA, BS, MLS Degree
Preparation: Information not provided
Teacher: WOODS, Elaine, previously at the MARC Development Office, Library of Congress
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, Washington, D.C. 20064 202-635-5256
Placement: Information not provided
Special Materials: Information not provided
Objectives: This course is a problem-oriented approach to the study of all aspects of serials control. Upon successful completion of this course, the students should be able to: handle the acquisitions of serials; know how to go about selecting serials; properly utilize automation techniques; catalog; proper use of accessioning control; use techniques of abstracting and indexing.

ILLINOIS

SERIALS: PROBLEMS AND TECHNIQUES
For: Librarians with MLS or more (20), Operating Librarians without MLS (20), Administrators (20), Middle Managers (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year
Time: From 1/3/77 to 1/28/77; Monday, Wednesday, and Friday
Methods: Diagnostic tests, lectures, open questions reading materials
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided on living accommodations
Entrance: Pre-requisite course: L.S. 505
Preparation: No information provided
Teacher: KOH, G. S., Asst. Professor
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer, same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Administrative and technical problems in the handling of serials.

NORTH DAKOTA

SERIALS COLLECTION MANAGEMENT WORKSHOP
For: Persons dealing with serials collections
Sponsor: University of North Dakota, Library, Grand Forks, ND 58202
701-777-2617
At: University of North Dakota, Library, Grand Forks, ND 58202
Mode: Workshop
Time: 2 days, Oct. 10, 1976 and Oct. 11, 1976; application deadline is August 24, 1976
Methods: Discussions, open questions
Credit: No credit
Recognition: Public acknowledgement
Level: No information provided
Fees: None; no information given on living accommodations
Entrance: Serials work
Preparation: Information not provided
Teacher: WASIK, Anita, University of North Dakota library
Descriptive: Agenda
Evaluation: No information provided
Contact: Anita Wasik, same address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: The objectives would be to provide to persons dealing with serials collections (1) information reflective of the state-of-the-art, (2) alternatives for decision-making, and (3) an opportunity to discover among the group commonalities in outlook and preferences--all which may lead to further common and cooperative approaches to serials problems (e.g., space, costs, record-keeping, etc.).

WASHINGTON

SERIALS FORMS
For: Persons dealing with serials
Sponsor: Eastern Washington State College Library, Cheney, Washington
At: Eastern Washington State College Library, Cheney, Washington
Mode: Workshop
Time: 1 day, June 1976
Methods: Discussions, open questions
Credit: No credit
Recognition: Public acknowlegement
Level: Information not provided
Fees: None; no information given on living accommodations
Entrance: Serials experience
Preparation: Materials to be brought
Teacher: Information not provided
Descriptive: Agenda
Evaluation: Information not provided
Contact: Joan Tracy
address same as above
Placement: No
Special Materials: Serials forms, supplied by participant
Objectives: To provide serials librarians with the forum to exchange ideas on the design and use of serial processing forms.

WASHINGTON

SERIALS BUDGETING

For: Librarians with MLS or more, Serials Librarians
Sponsor: Information not provided
At: Central Washington State College Library,
Ellensburg, WA 98926
Mode: Workshop
Time: 1 day, June 1977
Methods: Discussions, open questions, panel presentations,
Credit: No credit
Recognition: Public Acknowledgement
Level: Information not provided
Fees: Information not provided
Entrance: MLS Degree, Serials work experience
Preparation: None
Teacher: Information not provided
Descriptive: Information not provided
Evaluation: Information not provided
Contact: Peter Gellatly, Head, Serials Division
University of Washington Libraries, Seattle, WA 98195
206-543-1852
Placement: No
Special Materials: None needed
Objectives: To be able to effectively budget for serials, or how to make the dollar behave as though it were a dollar.

Budgeting and Financial Management

SPECIAL LIBRARIANSHIP

ILLINOIS

SPECIAL LIBRARIES
For: Librarians with MLS or more (20), Operating librarians without MLS (20), Administrators (20), Middle Managers (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305 315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, Il 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions, on-site visits, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA, BS Degree
Preparation: No information provided
Teacher: DAVIS, Richard, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer same phone and address as above
Placement: Yes
Special Materials: Information not provided
Objectives: Introduction to the objectives, organization, and operation of special libraries, with emphasis on fields of student interest.

Administration and Management

STAFF DEVELOPMENT

TEXAS

PERSONNEL MANAGEMENT TECHNIQUES
For: Librarians with MLS or more (30), operating librarians without MLS 930), middle managers (30)
Sponsor: Information not provided
At: Information not provided
Mode: Workshop
Time: 1.5 days; 10 contact hours, 1 - 2 hours of student preparation; no application deadline given
Methods: Case study materials, discussions, films, overhead projection, role-playing exercises
Credit: No credit
Recognition: None
Level: No information given
Fees: No information given
Entrance: None
Preparation: Readings prior to program
Teacher: None
Descriptive: None
Evaluation: By participants
Contact: John J. Miniter, T.W.U. School of Library Science,
Box 22905 TWU Sta., Beriton, TX 76204
817-387-2418
Placement: No
Special Materials: Supplied by sponsor
Objectives: Understand the needs and aspirations of the people whom he supervises. Help supervisors understand employees' feelings about work. Help supervisors avoid mistakes re:EEO.

Human Resources Development

TEXAS

WORKSHOP IN PERFORMANCE APPRAISAL METHODS AND PROBLEMS
For: Branch staff (30)
Sponsor: Dallas Public Library
1956 Commerce, Dallas, TX
With: Texas Woman's University, Denton, TX
At: Dallas Public Library, Dallas, TX
Mode: Once only; workshop
Time: 1 day; 6 contact hours; no application deadline given
Methods: Case study materials, role-playing exercises
Credit: No credit
Recognition: No information provided
Level: Intermediate
Fees: None; no living accommodations available
Entrance: None
Preparation: No information provided
Teacher: No information provided
Descriptive: None
Evaluation: By participants
Contact: Mrs. Cordei Hines
214-RI-89071
Placement: No information provided
Special Materials: None needed
Objectives: Acquaints supervisors with history of and methods of performance appraisal. Helps supervisors to evaluate methods of performance appraisal. Lets supervisors see problems of performance appraisal as they relate to EEO.

**Human Resources Development*

FLORIDA

RESOURCES IN FLORIDA STATE AGENCY LIBRARIES
For: Persons in charge of resource collections in Florida state agencies
Sponsor: State Library of Florida, Reference Section
R. A. Gray Bldg., Tallahassee, FL 32304
904-488-2088
At: Various locations in Tallahassee
Mode: Offered on a regular basis each year; informal exchange
Time: hour long sessions, one every 2 - 4 months; 1 - 3 contact hours, 1 - 3 total hours
Methods: Audio tapes or cassettes, discussions, films, lectures, overhead projection, panel presentations, slides/filmstrips, TV or video tapes
Credit: No credit
Recognition: None
Level: Dependent on interest expressed by participants at end of each session
Fees: None
Entrance: Supervisors at materials collections designed to support the legally designated objectives of a Florida State agency and State Library staff
Preparation: Varies by topic of program
Teacher: Varies by topic of program
Descriptive: An information and referral directory is in preparation
Evaluation: By participants
Contact: Ms. Mary Ellen French, Head, Reference Section
same phone and address as above
Placement: No
Special Materials: Supplied by materials
Objectives: To make each resource person able to refer patron questions to the appropriate special subject collection. To encourage the sharing of resources by all participants.

Government Documents
Governmental Relations Pertinent to Libraries
Reference

WYOMING

STATE LIBRARIANSHIP
For: Librarians with MLS or more (12)
Sponsor: Wyoming State Library, State Library Building,
  Cheyenne, WY 82002
  307-777-7281
  With: U.S.O.E.
At: Wyoming State Library, State Library Building,
  Cheyenne, WY 82002
Mode: Continuous; workshop
Time: 50 days, from 4/5/76 to 6/11/76; 150 contact hours, 60 hours student preparation, 270 hours total; daily
Methods: Audio tapes or cassettes, discussions, lectures, open questions, reading materials, role-playing exercises
Credit: Graduate credit
Recognition: Certificate
Level: Intermediate
Fees: None; no living accommodations available
Entrance: BA, BS Degree
Preparation: Readings prior to program
Teacher: Information not provided
Descriptive: Syllabus
Evaluation: By participants, by an expert
Contact: Jane Pobbins, 217 E. 22nd St., Cheyenne, WY 82001
  307-632-8722
Placement: No
Special Materials: Supplied by sponsor
Objectives: This comprehensive course in state librarianship has been prepared in 20 modules and can be utilized in various contexts and for various educational objectives. The course is available on demand by various potential sponsors from the project director, Dr. Jane Robbins.

Administration and Management
Governmental Relations Pertinent to Libraries

FLORIDA

STORYTELLING - TECHNIQUES & METHODS
For: Librarians with MLS or more, library technicians, operating librarians without MLS, paraprofessionals
Sponsor: State Library of Florida, R. A. Gray Bldg., Tallahassee, FL 32304
904-488-2088
At: Hilton Hotel. 333 First St. S, St. Petersburg, Florida 33701
Mode: Once only, institute
Time: 1 day, May 11, 1976; 6 contact hours, 6 hours total
Methods: Discussions, lectures, open questions, simulation methods
Credit: No Credit
Recognition: None
Level: Appropriate for all levels
Fees: None
Entrance: None
Preparation: None
Teacher: BAKER, Augusta, former coordinator of Children's Services, New York Public Library
Descriptive: Brochure
Evaluation: By participants
Contact: Betty Davis Miller, Youth Services Consultant, same phone and address as above
Placement: No
Special Materials: None needed
Objectives: Upon completion of this workshop those who participated are expected to have improved their skills in telling stories as a method of transmitting our literature and culture. Participants will have broadened their knowledge and understanding of appropriate resources to use in preparation for storytelling.

Children, Materials & Services for

STORYTELLING

NEW YORK

STORYTELLING INSTITUTE

For: Librarians with MLS or more, media specialists

Sponsor: Long Island University, Graduate Library School
C. W. Post Center, Greenvale, NY 11548
516-299-2855-6
With: Nassau Library System and Suffolk Cooperative Library System

At: Long Island University, Graduate Library School
C. W. Post Center, Greenvale, NY 11548

Mode: Offered on a regular basis each year; institute, workshop

Time: 1 day, on 5/14/77; approximately 6 contact hours; application deadline is 5/1/77

Methods: Lectures, open questions, simulation methods

Credit: No credit

Recognition: None

Level: Information not provided

Fees: Total: $8.50; living accommodations on campus not available

Entrance: No requirements

Preparation: Information not provided

Teacher: SPIRT, Diana L., Coordinator, Professor, GLS, C.W. Post Center

Descriptive: Brochure

Evaluation: No evaluation

Contact: Mrs. Bette Vander Werf,
Admin. Ass't. to the Dean,
same address and phone as above

Placement: No

Special Materials: None needed

Objectives: The participants will listen to talks and demonstrations in the folklore and storytelling.

STORYTELLING

OHIO

STORYTELLING FESTIVAL
For: Paraprofessionals, Library Users, Parents
Sponsor: Ohio Dominican College, Department of Library Science & Educational Media, 1216 Sunbury Road, Columbus, Ohio, 43219
614-253-2741
At: Ohio Dominican College, Library, Room 116, 1216 Sunbury Road, Columbus, Ohio 43219
Mode: Offered on a regular basis each year; clinic
Time: 1 day, the Saturday preceding Holy Week; 6 contact hours, 12 hours of student preparation time, 18 hours total; application deadline is one month before date of Festival
Methods: Audio tapes or cassettes, discussions, films, games, open questions, overhead projection, picture boards, reading materials, slides/filmstrips, TV or video tapes, storytellers
Credit: Undergraduate credit (1) when combined with Independent Study
Recognition: Grade
Level: Basic or beginner
Fees: $35 non-credit, $75 credit; single living accommodations available on campus
Entrance: None
Preparation: None
Teacher: DICKMAN, Floyd, Part-time Instructor, Ohio Dominican College
Descriptive: Information not provided
Evaluation: Information not provided
Contact: Richar Teaff, Director of Continuing Education same address and phone as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: Participants learn to:

1. Tell stories of various levels
2. How to choose effective stories
3. How to tell stories more effectively
4. How to make and use puppets in storytelling

SYSTEMS ANALYSIS

WASHINGTON, D.C.

LIBRARY SYSTEMS ANALYSIS

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists; maximun 20

Sponsor: The Catholic University of America, Department of Library Science, Washington, D.C. 20064
202-635-5085

At: The Catholic University of America, Department of Library Science, Washington, D.C. 20064

Mode: Intermittent, offered on a regular basis each year; classroom presentation

Time: 14 days, from 9/6/77 to 12/19/77, approximately 37.5 contact hours, 112.5 preparation hours, 150 total hours; weekly; application deadline is 8/15/77

Methods: Case study materials, discussions, reading materials

Credit: Audit (0), graduate credit (3), credit toward Post-MLS certificate (3)

Recognition: Grade

Level: Advanced

Fees: Tuition: $110/credit hour; Board: varies; living accommodations on campus available for singles

Entrance: MLS Degree, BA, BS Degree

Preparation: Information not provided

Teacher: PAN, Elizabeth L.

Descriptive: Brochure

Evaluation: By participants

Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Washington, D.C. 20064
202-635-5256

Placement: Information not provided

Special Materials: Information not provided

Objectives: The objectives of this course include: analyzing libraries and their components as interrelated subsystems in terms of their objectives; utilizing systems analysis techniques to evaluate and design improved library and information. Upon successful completion of the course, students are expected to be able to: analyze libraries as systems with interrelated subsystems; analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques; describe the entire system development process with emphasis on the analytical phase of it; conduct a practical but limited systems study.

SYSTEMS ANALYSIS

NEW YORK

AUTOMATED DOCUMENT CONTROL

For: Librarians with MLS or more, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists, Media Specialists, Records Managers, maximum 60; state agency personnel specially recruited

Sponsor: State University of New York at Albany, 1400 Washington Ave., Albany, New York 12222
518-457-8575

At: Alumni House on the SUNYA campus

Mode: On demand; classroom presentation, workshop

Time: 3 days, from 2/15/77 to 2/17/77; 15 contact hours, 0 student preparation; daily; application deadline is 2/10/77

Methods: Discussions, lectures, open questions, overhead projection

Credit: Continuing Education Units (1.5)

Recognition: Certificate

Level: Basic or beginner

Fees: $60; no living accommodations available on campus

Entrance: MLS Degree or be employed by state agency and have appropriate background

Preparation: None

Teacher: SAFFADY, William, Assistant Professor, SUNYA

Descriptive: Brochure

Evaluation: By participants

Contact: Lucille Whalen, same phone and address as above

Placement: No

Special Materials: supplied by sponsor

Objectives: Describes and analyzes systems and techniques for storing and retrieving in both paper and non-paper form. Transmission of documents from central stores to remote locations is also covered. Systems and techniques representing the most recent advances and new products of special significance are emphasized. Presentations include both administrative and technical aspects of automated storage and retrieval. Cost-benefit parameters are applied to systems evaluation and selection.

Administration and Management
Automation and Data Processing
Serials Control

WASHINGTON

SYSTEMS ANALYSIS
For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers, maximum 25
Sponsor: Medical Library Association, Division of Education,
919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 0 student preparation, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Intermediate
Fees: $30 MLA member tuition; $45 non-member tuition; no information given on living accommodations
Entrance: None
Preparation: None
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: No information given.

Administration and Management
Medical Librarianship
Systems Analysis

WASHINGTON

SYSTEMS ANALYSIS
For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists, Media Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611
312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 1 day, 6/11/77 and 6/12/77; 7 contact hours, 7 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing Education Units (.7)
Recognition: Certificate
Level: Basic or beginner
Fees: $30 tuition MLA members; $45 non-member tuition; no information provided on living accommodations
Entrance: None
Preparation: Readings prior to program
Teacher: Drawn from pool of subject experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D.
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: This course is intended to introduce uninitiated students to the terminology and concepts employed in the use of systems analysis techniques in the medical library setting. A syllabus will be sent in advance of the course to allow students to work out exercises on a self-study basis. The tutorial session will be devoted to group interactions concerning applications of analytic techniques covered by the syllabus.

Administration and Management
Medical Librarianship

WASHINGTON

APPLICATION OF OPERATIONS RESEARCH TO LIBRARY DECISION MAKING
For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals, Administrators, Middle Managers, Technical Information Specialists, Information Science Specialists, Media Specialists, maximum 25
Sponsor: Medical Library Association, Division of Education, 919 N. Michigan Ave., Chicago, IL 60611 312-266-2456
At: Seattle, Washington
Mode: On demand; classroom presentation
Time: 2 days, 6/11/77 and 6/12/77; 14 contact hours, 4 hours student preparation time, 18 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials
Credit: Continuing education units (1.4)
Recognition: Certificate
Level: Intermediate
Fees: $60 tuition MLA members, $90 non-member tuition; no information given on living accommodations
Entrance: Pre-requisite course: Systems Analysis
Preparation: Readings prior to program
Teacher: Drawn from a pool of experts with teaching experience
Descriptive: Catalog, syllabus
Evaluation: By participants
Contact: Julie A. Virgo, Ph.D., same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: At the conclusion of the course, participants will be able to:

1. Apply basic statistical methods to day-to-day library operational problems, such as calculating the various kinds of averages (mean, median, and mode), conducting library use studies, etc.

2. Apply basic concepts of probability theory in order to formulate analytical (predictive) models.

3. Apply elementary techniques of operations research and other techniques of the systems approach to managerial problems, such as budgetary allocations and planning, collection development, etc. and better utilize limited library resources to meet the predicted future needs of their users.

4. Evaluate the real implications of operations research techniques in the decision making processes of their own

library situation.

Administration and Management
Medical Librarianship

ILLINOIS

ACQUISITIONS

For: Librarians with MLS or more (20), Operating librarians without MLS (20), Middle managers (20), Media Specialists (20)
Sponsor: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Discussions, lectures, open questions
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information given on living accommodations
Entrance: BA,BS Degree
Preparation: No information provided
Teacher: SPAHN, Ted, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: A study of publishers, jobbers, serials records and business practices as a part of technical services for college, research, and special libraries.

Publishing
Selection & Acquisition of Library Materials

TECHNICAL SERVICES

PENNSYLVANIA

TECHNICAL SERVICES WORKSHOP
For: Clericals, Librarians with MLS or more, Library Technicians, Paraprofessionals, Administrators
Sponsor: Clarion State College, Wood Street, Clarion
PA 16214
814-226-6000 Ext. 353 or 354
At: Clarion State College, Wood Street, Clarion, PA 16214
Mode: Once only; classroom presentation, workshop
Time: 3 days, from 8/22/77 to 8/24/77; 24 contact hours, 24 hours total; daily
Methods: Discussions, lectures, overhead projection, team teaching
Credit: No credit
Recognition: None
Level: Intermediate
Fees: Single living accommodations available on campus
Entrance: Public librarian in Pennsylvania
Preparation: None
Teacher: GAMALUDDIN, Ahmad, Dr., Associate Professor, Clarion State College
Descriptive: None
Evaluation: By participants
Contact: Dr. Ahmad Gamaluddin
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives:

Interpret and apply AAC Rules revised to library organization (Specifically chapters 6 and 12).

Understanding of OCLC operations and advantages to respective libraries.

TECHNICAL SERVICES

PENNSYLVANIA

TECHNICAL SERVICES KALEIDOSCOPE

For: Librarians with MLS or more, Operating Librarians without MLS, Administrators, Middle Managers
Sponsor: Clarion State College, School of Library Media and Information Science, Wood Street, Clarion PA 16214 814-226-6000
At: Clarion State College, Wood Street, Clarion, PA 16214
Mode: Seminar
Time: Weekends, from Jan. '77 to May '77
Methods: Case study materials, discussions, field experience, films, lectures, reading materials
Credit: Graduate credit (3), undergraduate credit (3), no credit option
Recognition: None
Level: Intermediate
Fees: $129 Tuition; no information given about living accommodations
Entrance: BA,BS Degree, a pre-requisite course: Cataloging and Classification
Preparation: None
Teacher: GAMALUDDIN, Ahmad, Associate Professor, Clarion State College
Descriptive: Brochure
Evaluation: By participants
Contact: Dr. Ahmad Gamaluddin
same phone and address as above
Placement: Information not provided
Special Materials: Information not provided
Objectives: Upon completion of "Technical Services Kaleidoscope", participants should be able to:

-interpret and apply AAC Rules revised to library organization
-utilize ISBD format in acquisition, cataloging, and bibliographic control
-improve acquisition/selection procedures through understanding and use of approval plans, book marketing principles, etc.
-incorporate new ideas where practicable, i.e. networking, automated acquisitions, MARC tapes, and resource sharing.

Administration and Management
Cataloging & Classification
Serials Control

TRAINING TRAINERS

PENNSYLVANIA

TRAIN THE TRAINERS
For: Librarians with MLS or more (30), Middle managers (10)
Sponsor: State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
717-787-8007
At: Treadway Resort Inn
Route 81, Grantville, PA
Mode: Once only; seminar
Time: 2 days, from 12/9/76 to 12/10/76; 14 contact hours, 0 student preparation time, 14 hours total
Methods: Discussions, lectures, open questions, overhead projection, problem sets and exercises, reading materials, role-playing exercises
Credit: No credit
Recognition: Public acknowledgement
Level: Basic or beginner
Fees: None; no information given on living accommodations
Entrance: Public library consulting experience
Preparation: Pre-test, final test
Teacher: FARUGUEE, Atauar, Training Coordinator, State Library of Pennsylvania, Harrisburg, PA
Descriptive: Handout
Evaluation: By participants, internal system of evaluation
Contact: Atauar Faruguee
same phone and address as above
Placement: Information not provided
Special Materials: Supplied by sponsor
Objectives: Participants will learn the steps involved in the assessment of training needs, the development of training programs, the "how-to's" of instructing and various training methods available, their advantages, and the evaluation of training methods.

Participants will learn to . . .

1. Identify the training needs of their respective district librarians.
2. Observe and use various training techniques.
3. Justify the reasons for developing their training programs.
4. Design and conduct their training programs.
5. Develop an actual program from assigned task and make the presentation themselves.

Human Resources Development
Needs Assessment
Staff Development

TEXAS

PLANNING AND PPODUCING CONTINUING EDUCATION PROGRAMS

For: People involved in staff development or other continuing education activities; maximum 50
Sponsor: Southwestern Library Association,
7371 Paldao Dr., Dallas, TX 75240
214-234-1555
With: Local Host
At: Southwest Region: Arizona, Arkansas, Louisians, New Mexico, Oklahoma, Texas
Mode: On demand; workshop
Time: 3 days; approximately 15 contact hrs.; on demand; no application deadline
Methods: Case study materials, discussions, games, lectures, open questions, panel presentations, simulation methods, problem sets and exercises, role-playing exercises
Credit: No credit
Recognition: Certificate
Level: Intermediate
Fees: Information not provided
Entrance: Work experience in staff development, continuing education programming
Preparation: Pre-test
Teacher: Dr. Martha Jane Zachert, Professor, School of Library Science, Florida State University
Descriptive: None at present
Evaluation: By participants, internal system of evaluation, external system of evaluation
Contact: Peggy O'Donnell, SLICE office Director/CELS Coordinator, same address and phone as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: To aid people involved in staff development or other continuing education activities in determining training needs, designing and implementing programs that meet these needs, and evaluating the final result.

RHODE ISLAND

THE PUBLIC LIBRARY -- ITS PLACE IN THE HIERARCHY OF FEDERAL, STATE AND MUNICIPAL POLITICAL STRUCTURE

For: Librarians with MLS or more (39), Operating Librarians without MLS (5), Trustees (88)
Sponsor: Rhode Island Department of State Library Services
95 Davis Street, Providence, Rhode Island 02908
(401) 277-2726
With: Providence Public Library
At: Rhode Island Department of State Library Services
95 Davis Street, Providence, RI 02908
Mode: Intermittent; seminar
Time: 6 days, from 1/6/77 to 2/3/77; 12 contact hours, 0 preparation time, 12 total hours; bi-weekly; application deadline is December 17, 1976
Methods: Discussions, lectures, open questions, overhead projection, slides/filmstrips
Credit: No credit
Recognition: None
Level: N/A
Fees: None, no information provided about living accommodations
Entrance: No requirements
Preparation: None
Teacher: WATERS, Richard, J., Deputy Director
Rhode Island Department of State Library
Descriptive: Brochure, reading lists, laws and other handouts
Evaluation: No evaluation
Contact: Richard J. Waters, same address and phone as above
Placement: No
Special Materials: None needed
Objectives: The workshops are being designed to develop an awareness of the political realm in which public libraries operate and to develop articulate spokesmen for public libraries who are aware of the mechanics of influencing public opinion.

Governmental Relations Pertinent to Libraries

YOUNG ADULTS, MATERIALS & SERVICES FOR

ARIZONA

CURRENT TRENDS IN ADOLESCENT LITERATURE
For: Librarians with MLS or more, Operating Librarians without MLS, Paraprofessionals
Sponsor: University of Arizona, Graduate Library School,
1515 E. First St., Tucson, AZ 85719
602-884-3565
At: Graduate Library School, 1515 E. First Street,
Tucson, AZ 85719
Mode: Intermittent; classroom presentation
Time: Approximately 16, from 1/15/77 to 5/15/77; 48 contact hours, 144 hours total; weekly; application deadline is 1/13/77
Methods: Audio tapes or cassettes, discussions, films, lectures, on-site visits, panel presentations, reading materials
Credit: Continuing Education Units (3), Graduate credit (3), Undergraduate credit (3), Reading materials
Recognition: None
Level: Advanced
Fees: $76.00; living accommodations are available on campus
Entrance: Pre-requisite course in Basic Adolescent Literature, work experience with adolescents
Preparation: No information provided
Teacher: VANDEVOORDE, Ronald, Associate Professor, University of Arizona
Descriptive: Brochure
Evaluation: By participants
Contact: Ronald Van De Voorde, 1515 E. First Street,
Tucson, AZ 85708
602-884-3565
Placement: No
Special Materials: Supplied by participant
Objectives: The goal is to acquaint participants with newer books, films, periodicals and other materials of special interest to adolescents, reading interests of adolescents, and trends in publishing.

Objective: to provide advanced, in-depth competency in recent adolescent literature for librarians who will work with adolescent readers.

Publishing

YOUNG ADULTS, MATERIALS & SERVICES FOR

FLORIDA

USE OF MEDIA IN PROGRAMMING FOR YOUNG ADULTS

For: Librarians with MLS or more, operating librarians without MLS, administrators
Sponsor: State Library of Florida, R. A. Gray Bldg.,
Tallahassee, FL 32304
904-488-2088
At: Public Libraries, in main headquarters at Orlando, Tampa, Tallahassee, Jacksonville, Miami
Mode: Circuit; institute
Time: 1 day, on 10/11/76 at Orlando; on 10/12/76 at Tampa; on 11/8/76 at Tallahassee; on 11/9/76 at Jacksonville; on 11/23/76 at Miami; 6.5 contact hours, 6.5 hours total
Methods: Discussions, films, lectures, open questions
Credit: No credit
Recognition: None
Level: Basic or beginner
Fees: None
Entrance: None
Preparation: None
Teacher: BRYANT, Barbara, Vice-President, Phoenix Films, Inc.
Descriptive: No information provided
Evaluation: By participants
Contact: Betty Davis Miller, Youth Services Consultant
same phone and address as above
Placement: No
Special Materials: Supplied by sponsor
Objectives: Participants, upon completion of this workshop, will be knowledgeable about methods of selecting appropriate media to meet the needs and interests of today's young adults. They will have developed expertise in critically evaluating media for young adults and in designing effective programs with this media.

Media: Design, Production
Selection & Acquisition of Library Materials

ILLINOIS

LIBRARY MATERIALS FOR YOUNG ADULTS II
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: Weekly
Methods: Audio tapes or cassettes, discussions, films, lectures, open questions, on-site visits, overhead projection
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: NOONAN, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Principles of selection, evaluation and use of all media for young adults in school and public libraries in the areas of social science, science, mathematics and vocations will be covered. Attention will be given to curriculum trends in secondary schools. Emphasis on analysis of materials.

Selection & Acquisition of Library Materials

ILLINOIS

LIBRARY MATERIALS FOR YOUNG ADULTS I
For: Librarians with MLS or more, Operating librarians without MLS
Sponsor: Rosary College Graduate School of Library science,
7900 W. Division St., River Forest, IL 60305
315-369-6320
At: Rosary College Graduate School of Library Science,
7900 W. Division St., River Forest, IL 60305
Mode: Offered on a regular basis each year; classroom presentation
Time: No information provided
Methods: Discussions, films, games, lectures, open questions, on-site visits, overhead projection, video taping used to improve individual skills in book talks
Credit: Graduate credit (3)
Recognition: Grade
Level: Advanced
Fees: $335 Tuition; no information provided about living accommodations
Entrance: BA,BS Degree
Preparation: Information not provided
Teacher: NOONON, Eileen, Assoc. Prof.
Descriptive: Catalog
Evaluation: Internal system of evaluation
Contact: Patrick Williams, Admissions Officer
same phone and address as above
Placement: Yes
Special Materials: None needed
Objectives: Principles of selection, evaluation and use of all media for young adults in school and public libraries in the areas of the language arts, biography, art, music and film study will be covered. Attention will be given to curriculum trends in secondary schools. Emphasis on analysis of materials.

Selection and Acquisition of Library Materials

YOUNG ADULTS, MATERIALS & SERVICES FOR

NEW JERSEY

BOOKS FOR YOUNG ADULTS
For: Library Technicians, Paraprofessionals, Media Specialists
Sponsor: Trenton State College, Media Communication Science Dept., P.O. Box 940, Pennington Rd., Trenton, NJ 08618
609-771-2318
At: Trenton State College, Media Communication Science Dept., P.O. Box 940, Pennington Rd., Trenton, NJ 08618
Mode: Intermittent; classroom presentation
Time: No information provided
Methods: Discussions, films, lectures, panel presentations, reading materials
Credit: Undergraduate credit (3)
Recognition: Grade
Level: Basic or beginner
Fees: No information given on fees or living accommodations
Entrance: None
Preparation: None
Teacher: PYPCZNSKI, Penny, Instructor, Trenton State College, Trenton, New Jersey
Descriptive: None
Evaluation: External system of evaluation
Contact: Dr. Richard Warner, same phone and address as above
Placement: Yes
Special Materials: Supplied by participant
Objectives:

- to evaluate materials for young adults in the context of a changing society
- to understand the psychology of young adults
- analyze interests, attitudes and needs of young adults
- be able to evaluate selection materials and reader guidance

YOUNG ADULTS, MATERIALS & SERVICES FOR

NEW YORK

ANNUAL WORKSHOP IN YOUNG ADULT LITERATURE

For: Librarians, with MLS or more, English teachers, library school students, public and school librarians
Sponsor: Long Island University, Graduate Library School
C. W. Post Center, Greenvale, NY 11548
516-299-2855-6
At: Long Island University, Graduate Library School
C. W. Post Center, Greenvale, NY 11548
Mode: Offered on regular basis each year (except 1977); institute, workshop
Time: 1 day
Methods: Lectures, panels, open questions, book discussions
Credit: No credit
Recognition: None
Level: Information not provided
Fees: $7.50
Entrance: No requirements
Preparation: Readings prior to program
Teacher: GILLESPIE, John T., Dr., Professor of Library Science, Palmer Graduate Library School, Long Island University
Library Science
Descriptive: Brochure
Evaluation: No evaluation
Contact: Mrs. Bette Vander Werf, Admin. Ass't. to the Dean, same phone and address as above
Placement: No
Special Materials: None
Objectives: The participants will listen to talks by authors of books for young adults, history and the future of young adult literature. Comments and criticism of recent titles for young adults.

NEW YORK

FILM IN LIBRARY SERVICE TO YOUNG ADULTS

For: Librarians with MLS or more, Operating Librarians without MLS, Media Specialists
Sponsor: University of Wisconsin at Madison Library School, Helen White Hall, Madison, WI 53706 608-263-2900
At: University of Wisconsin at Madison Library School, Helen White Hall, Madison, WI 53706
Mode: Continuous; classroom presentation
Time: 20 days, from 6/20/76 to 7/15/76; 45 contact hours, 100 hours of student preparation time; daily; application deadline is June 1, 1976
Methods: Discussions, films, reading materials, TV or video tapes
Credit: Audit, Graduate credit (3), Credit toward Post-MLS Certificate (3)
Recognition: Grade
Level: Intermediate
Fees: $180 tuition for residents; $561 non-resident tuition; single and couple living accommodations are available on campus
Entrance: Pre-requisite courses: Basic core courses + Children's or Young Adult literature course
Preparation: Information not provided
Teacher: WOODWORTH, Mary, Associate Professor, University of Wisconsin at Madison Library School
Descriptive: Brochure
Evaluation: By participants
Contact: Phyllis Boyle, same phone and address as above
Placement: Yes
Special Materials: Supplied by participant
Objectives: Information not provided

School/Media Librarianship

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Intellectual Freedom, 50 E. Huron St., Chicago, IL 60611
Auburn University, Dept. of Education, Auburn,
AL 36830
With: State of Alabama
Baylor University, Department of Library Science,
3001 Moody Library, Waco, TX 76706
Clarion State College, School of Library Media
and Information Science, Clarion, PA 16214
College of San Mateo Library, 1700 West
Hillsdale, San Mateo, CA 94402
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Franconia College, Franconia, New Hampshire, 03580
Hilbert College, Division of Educational Services,
5200 South Park Avenue, Hamburg, NY 14075
Kent State University, School of Library Science,
Kent, Ohio 44242
Librarians Committee Metropolitan Washington
Council of Governments, 1225 Connecticut Ave., N.W.,
Washington, D.C. 20036
Long Island University, Graduate Library School,
C. W. Post Center, Greenvale, NY 11548
Marshall University, Dept. of Educational Media,
Huntington, West Virginia 25701
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919 N. Michigan Ave., Chicago, IL 60611
Miami University,
School of Business Administration, Oxford, OH 45056
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Continuing Education
Ohio Dominican College, Department of Library
Science & Educational Media, 1216 Sunbury Road, Columbus,
Ohio 43219
Oklahoma State University, University Library
and Department of Library Science, Stillwater, OK 74074
405-624-6321
Our Lady of Holy Cross College,
Department of Education, 4123 Woodland Drive,
New Orleans, LA 70114
(504) 394-7744

Philadelphia Acquisitions Information Network,
34200 Walnut St., Philadelphia, PA 19174
215-243-7550
Pratt Institute, Graduate School of Library and
Information Science, Brooklyn, New York 11205
Purdue University, Education-Media Sciences,
Education Bldg. 112, W. Lafayette, IN 47907
Rhode Island Department of State Library Services
95 Davis Street, Providence, Rhode Island 02908
Dr. D. Bruce Robinson, Box 1228,
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With: Providence Public Library
Rosary College Graduate School of Library Science
7900 W. Division St., River Forest, IL 60305
Sam Houston State University, Library Science
Dept., P.O. Box 2236, Huntsville, TX 77340
San Bernardino Valley College, Library Division
701 S. Mt. Vernon Ave., San Bernardino, CA 92403
Santa Ana College, 17th St. at Bristol,
Santa Ana, CA 92706
Simmons College, School of Library Science
300 The Fenway, Boston, MA 02115
South Dakota State Library, Pierre, SC 57501
Southwestern Library Association/Continuing
Education for Library Staffs (SWLA/CELS), 7371 Paldao Drive,
Dallas, TX 75240
State Library Commission of Iowa
Historical Bldg., Des Moines, IA 50319
State Library of Florida, R. A. Gray Bldg.,
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State Library of Pennsylvania
Box 1601, Harrisburg, PA 17126
State University of New York at Albany,
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Tennessee Technical University, Box 5044,
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Texas State Library, Division of Library
Development Box 12927 Capitol Station, Austin, TX 78711
The American University, Center for Technology
and Administration, Mass. and Nebraska Aves., N.W.,
Washington, D.C. 20016
The Catholic University of America,
Department of Library Science, Washington, D.C. 20064
The National Archives, GSA
Washington, D.C. 20408
With: The American University, Dept. of History and
Library of Congress
The University of Iowa, School of Library Science,
3087 Library, Iowa City, IA 52242
Trenton State College, Dept. of Media
Communication Science, P.O. Box 940, Pennington Rd.,
Trenton, New Jersey 08618
UCLA Summer Session
Los Angeles, CA 90024

University of Arizona, Graduate Library School,
1515 E. First St., Tucson, AZ 85719
University of British Columbia, Center
for Continuing Education and School of Librarianship,
Vancouver, BC, CANADA V6TIW5
University of Illinois, Graduate
School of Library Science, Urbana, IL 61801
University of Miami,
School of Business Administration,
Oxford, OH 45056
University of Missouri, School of Library and
Informational Science, Columbia, MO 65201
University of North Dakota, Library, Grand Forks,
ND 58202
University of Southern California, School of
Library Science, University Park, Los Angeles, CA 90007
University of Tennessee Center for the Health
Sciences Library, Dept. of Educational Services
800 Madison Ave., Memphis, TN 38163
University of Wisconsin at Eau Claire, Dept. of
Library Science and Media Education, Eau Claire, WI 54701
University of Wisconsin at Madison Library
School, Helen White Hall, Madison, WI 53706
Western Michigan University, School of
Librarianship, Kalamazoo, MI 49008
Wyoming State Library, State Library Building,
Cheyenne, WY 82002
With: U.S.O.E.

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BANKS, Paul N., Conservator, Newberry Library
BAUGHMAN, Elizabeth, Senior Lecturer, UCLA
BECKER, Joseph, Instructor, UCLA, GSLIS
BEKKEDAL, Dr. Tekla, Associate Professor, Department of Library Science and Media Education, University of Wisconsin-Eau Claire
BERNEIS, Mrs. Regina F., Librarian, Asst. Professor, Western Michigan University
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BOAZ, Martha, Dean, School of Library Science, University of Southern California
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COKER, C. F. W., Archivist, National Archives

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School of Library Science, North Texas State University
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Division of the Blind and Physically Handicapped,
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San Mateo
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State Library of Pennsylvania, Harrisburg, PA
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Professor, Graduate Library School, C. W. Post Center
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Library Science, Palmer Graduate Library School,
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Library of the Health Sciences,
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Program, Illinois Institute of Technology
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Library Science, Baylor University
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System, Library of Congress, Washington, D.C. 20540
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State Library
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Clarion St. College
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Sam Houston State University
PITTS, B. E., Assistant Professor,
Tennessee Technical University, Coolleville, TN
615-528-4197
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College, Trenton, NJ
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Institute
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SMITH, Earl, Dr., Assistant Professor, Educational
Media, Auburn University, Auburn, AL 36830
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McCormick Theological, Chicago
SPAHN, Ted, Assoc. Prof.
SPEER, Dr. Jack, Director of Library Information
Systems, Informatics, Inc.
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GLS, C.W. Post Center
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program, Hilbert College
THOMPSON, Glenn, Dr., Associate Professor,
Department of Library Science and Media Education,
University of Wisconsin-Eau Claire
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University of Pennsylvania
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Sam Houston State University
TREJO, Dr. Arnulfo, Professor, University of
Arizona, Graduate Library School
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University of Arizona
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Archives, Smithsonian Institution, Washington, D.C. 20560
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Science, American University
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Development Office, Library of Congress
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University of Wisconsin at Madison Library School
WRIGHT, Dr. Kieth, Assistant Professor,
The Catholic University of America, Washington, D.C.
ZACHERT, Dr. Martha Jane, Professor
School of Library Science, Florida State University

CONTINUING EDUCATION OPPORTUNITIES FOR LIBRARY, INFORMATION, AND MEDIA PERSONNEL

Analysis of Programs

Analysis of Programs
cont.

Table 1 shows the number of courses offered, the number of primary sponsors, and the number and percentage of courses offered by library education programs, state, regional and national associations, and state agencies. The term "primary sponsor" is used to indicate the institution or organization responsible for major planning and presentation of a continuing education program.

TABLE 1

Continuing Library, Information, and Media Courses Listed

Year:	1977
No. of Programs Reported:	239
No. of Primary Sponsors:	
COURSES OFFERED BY:	
Library Education Programs:	157---65%
Associations:	36---15%
State Agencies:	18--- 7%

Analysis of Programs
cont.

TABLE 2

Number of Programs Listed by Subject Category

Academic Librarianship	1
Administration and Management	19
Adults, Materials and Services for	8
Archives	7
Art Librarianship	0
Automation and Data Processing	6
Bibliography	3
Bibliotherapy	2
Budgeting and Financial Management	2
Buildings and Facilities	4
Cataloging & Classification	9
Children, Materials & Services for	8
Church Librarianship	2
Communication of Knowledge	1
Communications	4
Conservation & Preservation of Library Materials	5
Continuing Education	2
Contracting for Libraries	0
Data Bases	8
Disadvantaged, Materials and Services for	0
Education for Librarianship	2
Educational Technology	1
Evaluation	1
Federal Librarianship	1
Government Documents	2
Governmental Relations Pertinent to Libraries	4
Grantsmanship	4
Handicapped, Materials and Services for	3
History of Books, Printing and Libraries	2
Human Resources Development	2
Indexing and Abstracting	2
Information Broker/Free Lance Librarian	0
Information Counselling	1
Information Science	3
Information Systems & Networks	11
Institutionalized, Materials & Services for	1
Intellectual Freedom	3
International Comparative Librarianship	1
Introduction to Librarianship	0
Law Librarianship	0
Library as a Social Organization	0
Library Technicians, Programs for	4
Literacy	0
Map Librarianship	0
Media: Design, Production	10

Analysis of Programs
cont.

Medical Librarianship	7
Minorities, Materials & Services for	2
Music Librarianship	1
Needs Assessment	0
Prison Librarianship	1
Public Librarianship	6
Public Relations	3
Public Services	2
Publishing	0
Rare Book Librarianship	0
Reference	17
Reprography	1
Research	1
School/Media Librarianship	6
Selection & Acquisition of Library Materials	7
Serials Control	5
Special Librarianship	1
Staff Development	2
State Library Agency Work	2
Storytelling	3
Systems Analysis	5
Technical Services	3
Training Trainers	2
Trustees	1
Unionization	0
User Orientation & Education	0
Young Adults, Materials & Services for	7

TABLE 3

Number of Programs Listed by Cross Reference Category

Academic Librarianship	3
Administration and Management	22
Adults, Materials and Services for	6
Archives	3
Art Librarianship	1
Automation and Data Processing	6
Bibliography	5
Bibliotherapy	2
Budgeting and Financial Management	6
Buildings and Facilities	3
Cataloging & Classification	6
Children, Materials & Services for	7
Church Librarianship	0
Communication of Knowledge	2
Communications	1
Conservation & Preservation of Library Materials	3
Continuing Education	3
Contracting for Libraries	2
Data Bases	9
Disadvantaged, Materials and Services for	7
Education for Librarianship	2
Educational Technology	2
Evaluation	5
Federal Librarianship	1
Government Documents	3
Governmental Relations Pertinent to Libraries	5
Grantsmanship	0
Handicapped, Materials and Services for	2
History of Books, Printing and Libraries	1
Human Resources Development	4
Indexing and Abstracting	4
Information Broker/Free Lance Librarian	0
Information Counselling	1
Information Science	1
Information Systems & Networks	6
Institutionalized, Materials & Services for	0
Intellectual Freedom	0
International Comparative Librarianship	0
Introduction to Librarianship	2
Law Librarianship	0
Library as a Social Organization	3
Library Technicians, Programs for	4
Literacy	0
Map Librarianship	0
Media: Design, Production	3

Analysis of Programs
cont.

Medical Librarianship	23
Minorities, Materials & Services for	1
Music Librarianship	0
Needs Assessment	1
Prison Librarianship	0
Public Librarianship	7
Public Relations	3
Public Services	17
Publishing	4
Rare Book Librarianship	2
Reference	18
Reprography	0
Research	7
School/Media Librarianship	8
Selection & Acquisition of Library Materials	13
Serials Control	2
Special Librarianship	6
Staff Development	5
State Library Agency Work	1
Storytelling	2
Systems Analysis	3
Technical Services	6
Training Trainers	1
Trustees	1
Unionization	0
User Orientation & Education	3
Young Adults, Materials & Services for	7

TABLE 5

Methods of Instruction	Number of Times Listed in Data Sheets Submitted
Audio tapes or cassettes	32
Case study materials	45
Computer-assested instruction	8
Discussions	175
Diagnostic tests	7
Field experience	17
Films	84
Games	14
Laboratory work	31
Lectures	185
Open questions	130
On-site visits	46
Overhead projection	52
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Picture Boards	5
Programmed instruction	5
Problem sets and exercises	54
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APPENDICES

CLENE
CONTINUING LIBRARY
EDUCATION NETWORK
AND EXCHANGE
620 Michigan Avenue, N.E.
Washington, D.C. 20064
(202) 635 - 5085

The basic missions of CLENE are: (1) to provide equal access to continuing education opportunities, available in sufficient quantity and quality over a substantial period of time to ensure library and information science personnel and organizations the competency to deliver quality library and information services to all; (2) to create an awareness and a sense of need for continuing education of library personnel on the part of employers and individuals as a means of responding to societal and technological change.

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September, 1976

Dear Colleague:

CLENE is providing, with the support from fifteen state agencies, a network to supply information about continuing education for library, information, and media personnel. The results of information gathered in 1975 were made available on an on-line system and were published in January, 1976, in the book, Continuing Education Courses and Programs for Library, Information, and Media Personnel, copies of which were distributed to state agencies and copies of which are available for cost from the CLENE office. Response has been universally enthusiastic. A sheet describing the service is enclosed. The second, updated, and expanded edition of this resource book is scheduled to appear in January, 1977.

This national repository is intended to serve as a resource both for educators and practitioners/students. Your assistance in this project is important to the success of the network and will be greatly appreciated.

We invite you to send us available information about your programs, courses, workshops, seminars, packages, or individual modules that could be included in the next volume. We have found that to be of maximum benefit to both potential students in matching their education needs with available opportunities and to help educational planners meet gaps which exist, we need to know the items of information that are included on the attached data form.

We want to learn about any and all programs, courses, workshops, seminars, institutes, packages, modules, etc., that (1) have as their goal the enhancement of skills, knowledge, or performance of library, information, and media personnel, and (2) for which there is no degree awarded on completion of the opportunity. We do want to include, however, all opportunities that are developed specifically for practitioners, at all levels, such as post-MLS courses and programs. Thus, the network will include courses or programs which may lead to various kinds of certificates designed for practitioners, but not to programs or courses which are part of the curriculum which leads to A.A.,A.B., B.S., Ph.D. or other degrees. Does your organization offer any such programs or courses?

If so, participation is easy! There is no cost to you for entering material into the network, and you will receive nationwide publicity for your programs. In order to be certain that your opportunities are listed in the next resource book, you are urged to forward the enclosed data sheets -- ONE FOR EACH OFFERING -- no later than November 15, 1976. If you have a program already in the system, you will find a tear sheet from the 1975 edition which you can simply update, instead of filling out a new form. By popular demand, we encourage you to list all your continuing education programs, even though they may not be updated by you and even though they may begin before January, 1977, as they can provide information and guidance to other planners for similar programs.

Printed brochures, catalogs, or news releases describing your programs are often helpful to those seeking information from the network and it would be valuable to have these sent to CLENE also. We want to stress, also, that at any time during the year, when you develop a program, we hope you will send us information about your offerings, as they will be put into the data base and persons querying the system will have access to information about your programs.

At the same time that we invite you to enter our network, we also invite you to join CLENE. All members of CLENE will receive the directory and have access to the SDI system at reduced rates. Devoted to the concept of increasing the quality and quantity of continuing education opportunities for practitioners in library, media, and information science, and to the need for all publics to have access to quality information and library service, CLENE programs seek to develop, through multiprofessional approaches, innovative solutions to national problems related to these concerns.

CLENE hopes this will be an increasingly helpful service, both to potential students and to educational institutions. Your help is very much appreciated. We look forward to hearing from you before November 15, 1976.

Cordially yours,

CLENE STAFF

Elizabeth W. Stone
Elizabeth W. Stone, Ph.D.,
Executive Director

Mary Baxter
Mary Baxter, M.Ed.,
Assistant to the Director

Elise Y. Mehmel
Elise Mehmel
Secretary/Research

A SUMMARY OF

CLENE'S COMPUTER-BASED INFORMATION NETWORK FOR CONTINUING EDUCATION OF LIBRARY, INFORMATION, AND MEDIA PERSONNEL

The CLENE computerized information files facilitate the operation of an information network and exchange designed to serve five major groups:

1. Library, information, and media personnel who are seeking information about available continuing education opportunities have a resource in the network to locate the specific types of opportunities they are seeking and the various places that courses and programs will be offered. The major mode of information is in the form of a directory presenting opportunities by category. Specific searches, however, can be made in terms of course or program location, type of course offered, or time offered. If a practitioner cannot find the type of program he or she needs, the requirements for such a program can be banked in the system until there is enough practitioner interest in the program to prompt its development. Finally, practitioners can learn about self-study courses, programs, and modules through the Instructional Module File. Individual practitioners are particularly interested in content, where opportunities are offered, when they are offered, what the costs are, who the the leadership is, and what kind of credit or recognition is given for participation. This data is included in the system.

2. The second group served by the network is the providers of continuing education opportunities who want to disseminate information about their programs and registration procedures, and want to provide contact points for further inquiries. The providers are able to send their information to CLENE for distribution and reach a much wider national audience than they are able to reach through their own mailings. They are also able to determine from the system whether gaps or duplications of opportunities exist in a specific subject or geographical area. Finally, they can learn about leaders who are able to teach continuing education courses.

3. The continuing education instructors represent the third group served by the network. Persons who are interested in teaching continuing education can find the institutions and organizations that offer programs in their areas of expertise. They can also make known their availability to teach those subjects by including their names in the human resources directory which is another part of the CLENE network.

4. The fourth group served by the network is planners concerned with manpower development and education. The network provides a mapping of what exists for the continuing education of library, information, and media personnel in various areas, how many organizations offer courses, which instructors are teaching in the various areas, what types and modes of instruction are used. The network provides indications of where there are gaps and of where duplication of effort may be unnecessary.

5. A fifth group served by the network is the state agencies, institutions and associations looking for programs and packages which they can transport to their areas for the benefit of their personnel, rather than sending their individuals to other locations to continue their professional education. Self-study courses, modules, travelling workshops and institutes are listed in the network as they are developed.

A crucial requirement for the effectiveness of any information network is that its data elements be as complete and appropriate as possible. A balance must be achieved between having too many elements and having too few -- because although they are simple to obtain, they may not provide enough information to make the network sufficiently flexible to serve a variety of needs. CLENE has made an attempt in defining the elements of its network to meet the needs of these five groups and to include data elements which can serve them.

APPENDIX C

DIRECTORY OF CONTINUING EDUCATION COURSES AND PROGRAMS

FOR

LIBRARY PERSONNEL, INFORMATION, AND MEDIA SPECIALISTS

INSTRUCTIONS FOR DATA FORM ----- PLEASE READ BEFORE COMPLETING THE ATTACHED FORM.

This form is used to collect information for a data bank and network for Directory of Continuing Education Courses and Programs for Library Personnel, Information and Media Specialists. We invite you to fill out a form for each of the courses and programs that you will be offering during 1977. However, if you offered a course in 1976 that you plan to offer again after 1977 or know now of courses that you will be offering in 1978, these listings are invited. By popular demand, we encourage you also to list all your continuing education offerings even though they may not be repeated by you and even though they may be given before January, 1977, as they can provide information and guidance to others planning similar opportunities.

A directory will be published in January 1977 and all data will be available continually and can constantly be updated and added to in the online system.

A SEPARATE QUESTIONNAIRE MUST BE COMPLETED FOR EACH COURSE/PROGRAM/MODULE/PACKAGE/WORKSHOP, ETC. The forms are due in the CLENE office by November 15, 1976, to assure inclusion in the printed directory. Information received after that time will be entered in the data bank immediately and be available for retrieval at any time.

Eligible for listing are programs or courses offered which have as their goal the enhancement of skills, knowledge, or performance as developed for library personnel, information and media specialists. Regular courses which are offered for A.A., B.A., B.S., Ph.D. or other degree programs are not included. However, courses and programs developed specifically for practitioners after entrance into the field, such as Post-MLS courses and programs, are eligible for entry, even though they may, in some cases, lead to a certificate. Institutes, workshops, or other specially designed continuing education programs sponsored by associations, State or Federal agencies are eligible for inclusion.

As this national repository of data on continuing education programs will also be able to be used to give, on request, a type of SDI service which will produce "print-outs" in response to individual requests for very specific types of information, it has been necessary to ask very specific information about programs. This is also important for purposes of analyzing statistically just what is being offered at the present time or in the immediate future. Further, it has been found in research in other professions, that when practitioners/students do not have enough information to know if a particular continuing education offering is really designed to meet their needs, a great deal of time is wasted by people taking inappropriate courses. For all these reasons, we hope you will make every effort to fill out all the information requested for each course or program you send to the data bank.

Please choose one main topic category under which you wish the main entry for your program listed in the main body of the directory. In addition you may choose three other headings under which your offering will be cross referenced.

It is recommended that a descriptive brochure on each course or program be prepared for distribution in advance. The brochure should include information about the objectives and scope of the program, the names and qualifications of the faculty members, and the prerequisites for practitioners. We would appreciate a copy of any brochure you do prepare relative to these programs.

Your cooperation is greatly appreciated.

For further information please address correspondence to: CLENE, Box 1228, 620 Michigan Avenue, N.E., Washington, D.C. 20064; or call (202) 635-5087.

(See reverse side for some definitions
of terms as used in the CLENE network

SOME DEFINITIONS (As Used in This Data Base)

MODES AND METHODS OF CONTINUING EDUCATION: (Several modes and methods that can be defined in several ways are defined here as we are using them in this data base.)

CASE STUDY - The practice of using actual experiences [illegible] laboratory material in such subjects as journalism, civics, and debating, approaching as nearly as possible, the case system used in schools of law.

CLINIC - Clinics concentrate on the diagnosis, analysis and solution of problems identified by participants.

COMPUTER-ASSISTED INSTRUCTION (CAI) - An automated instructional technique in which a computer is used to present an instructional program to the learner. Learning activities may include drill and practice, tutorial instruction and dialogue.

EDUCATIONAL MEDIA - The equipment and materials used for communication in instruction. Includes motion pictures, television, printed materials, computer-based instruction, graphic and photographic materials, sound recordings, and three-dimensional objects.

EDUCATIONAL TECHNOLOGY/INSTRUCTIONAL TECHNOLOGY - A systematic approach to the overall problems of teaching and learning.

HOME STUDY - Relates to the improvement of professional qualifications and includes individual study at home, in car, or workplace combined with group study. A home study program provides a qualified faculty who correct, grade and comment upon the assignments sent to them by the students. Corrected assignments are returned to the student. This exchange sets up an individual personalized student-teacher relationship. Home study may be combined with study groups whenever geographically feasible; use is made of audio-visual instructional materials to provide a basis for active, participative learning.

INDEPENDENT STUDY - An instructional technique in which learners carry on their learning activities without formal classes but consult with a teacher or teachers as they complete individual study projects.

INSTITUTE - An instructional program (for a short or long period of time) set up for a special group interested in some type of specialized activity an emphasizing the development of knowledge and skills.

INSTRUCTIONAL MODULE - (Also called unit of instruction) a series of learning activities or experiences which has (1) predetermined, stated objectives; (2) a definite beginning and a definite end; (3) a specified learner population; (4) some specified means of assessing the learning which has taken place as a result of the interface between the learner and the unit of instruction. Although no particular length is prescribed for a unit of instruction, it is usually thought of as shorter in length than a course.

LABORATORY METHOD - An experience-based training process that can change outlook, behavior, or skills. In the laboratory method, each continuing education experience is designed to explore the concerns of the specific participants.

LEARNING PACKAGE - A collection of subject-related materials accompanied by specific directions for learner use, and for which there is a list of objectives and test items.

PROBLEM SETS AND EXERCISES - Includes in-basket exercises, "incident-process technique" (requires the participant to commit himself/herself in writing to a specific course of action), program analysis technique, problem solving books or novels, analytical exercises, etc.

PROGRAMMED INSTRUCTION - A learner-paced learning activity which includes instruction in small steps, responses by the learner, and immediate knowledge of the accuracy of his response.

ROLE-PLAYING - The assuming, either in imagination or overtly, of the part or function of another or others.

SEMINAR - A form of class organization in which a group of students engaged in research or advanced study meet under the general direction of one or more resource leader for a discussion of problems of mutual interest.

SIMULATIONS - Condensed representations of reality or simplified models of real world processes. They can represent static things or dynamic processes. A simulation is a learning process which involves pupils as participants in role presentations and/or games simulating real-life situations or environments.

TELEVISION/CLASSROOM - Television programs are the primary teaching source and are shown at designated viewing centers or classrooms.

TELEVISION INSTRUCTION - Lesson-planned programs, developed and conducted largely in school systems or universities, often with the option for credit.

TUTORIAL - Tailor-made reading sequences to help individuals in self-directed inquiry, with periodic consultations on their progress and problems involving direct interaction, in person, with a teacher.

WORKSHOP - (also can be called a laboratory) Short, intensive multi-activity, learning experience, emphasizing the development of individual competencies in a defined area of concern largely through a variety of small groups.

APPENDIX D

I.D. No.: ____________________

1977

Mail Code: ____________________

CLENE
CONTINUING LIBRARY
EDUCATION NETWORK
AND EXCHANGE

620 Michigan Avenue, N.E.
Washington, D.C. 20064
(202) 635 5085

FORM FOR DATA BASE FOR CONTINUING EDUCATION COURSES AND PROGRAMS FOR LIBRARY, INFORMATION, AND MEDIA PERSONNEL

OUTLINE OF DATA SHEET

So that you may have an overall view of the major fields of information covered in the data sheet, the following outline is presented:

FIELD OF INFORMATION COVERED IN QUESTIONNAIRE

A. Category (Subject)
B. State
C. City
D. Title, Course, Program
1. For (target audiences)
2. Sponsor(s)
3. At (institution, agency where held)
4. Mode
5. Time
6. Methods
7. Credit
8. Recognition
9. Level
10. Fees
11. Entrance requirements
12. Preparation for program
13. Teacher/Leader
14. Descriptive Materials
15. Evaluation
16. Contact
17. Job Placement Services
18. Special Equipment Needed
19. Objectives

Please fill out one data sheet for each course, program, module, package you offer in the area of library, information science and media continuing education. Please try to check all that applies in each of the 23 sections. The more information prospective participants have, the more apt they are to register and the more help this directory and data base will be to program planners.

A. Indicate the category heading for the course/program/module/package. Your program will be listed under the heading you indicate.

1. Circle the ONE heading under which you wish your program listed as the main entry in the body of the printed directory.
2. If necessary, you may check [✓] up to three additional headings, to be used as cross references to your main entry in the printed directory. There will also be cross references to your program by geographical location and leaders of your programs.

1. ☐ Academic Librarianship
2. ☐ Administration and Management
3. ☐ Adults, Materials and Services for
4. ☐ Archives
5. ☐ Art Librarianship
6. ☐ Automation and Data Processing
7. ☐ Bibliography
8. ☐ Bibliotherapy
9. ☐ Budgeting and Financial Management
10. ☐ Buildings and Facilities
11. ☐ Cataloging & Classification
12. ☐ Children, Materials & Services for
13. ☐ Church Librarianship
14. ☐ Communication of Knowledge
15. ☐ Communications
16. ☐ Conservation & Preservation of Library Materials
17. ☐ Continuing Education
18. ☐ Contracting for Libraries
19. ☐ Data Bases (Including Construction)
20. ☐ Disadvantaged, Materials and Services for
21. ☐ Education for Librarianship
22. ☐ Educational Technology
23. ☐ Evaluation (Techniques & Methods)
24. ☐ Federal Librarianship
25. ☐ Government Documents
26. ☐ Governmental Relations Pertinent to Libraries
27. ☐ Grantsmanship
28. ☐ Handicapped, Materials and Services for
29. ☐ History of Books, Printing and and Libraries
30. ☐ Human Resources Development
31. ☐ Indexing and Abstracting
32. ☐ Information Broker/ Free Lance Librarian
33. ☐ Information Counselling
34. ☐ Information Science
35. ☐ Information Systems & Networks
36. ☐ Institutionalized, Materials & Services for
37. ☐ Intellectual Freedom
38. ☐ Int'l Comparative Librarianship
39. ☐ Introduction to Librarianship
40. ☐ Law Librarianship
41. ☐ Library as a Social Organization
42. ☐ Library Technicians, Programs for
43. ☐ Literacy
44. ☐ Map Librarianship
45. ☐ Media: Design, Production
46. ☐ Medical Librarianship
47. ☐ Minorities, Materials & Services for
48. ☐ Music Librarianship
49. ☐ Needs Assessment
50. ☐ Prison Librarianship
51. ☐ Public Librarianship
52. ☐ Public Relations
53. ☐ Public Services
54. ☐ Publishing
55. ☐ Rare Book Librarianship
56. ☐ Reference
57. ☐ Reprography
58. ☐ Research
59. ☐ School/Media Librarianship
60. ☐ Selection & Acquisition of Library Materials
61. ☐ Serials Control
62. ☐ Special Librarianship
63. ☐ Staff Development
64. ☐ State Library Agency Work
65. ☐ Storytelling
66. ☐ Systems Analysis
67. ☐ Technical Services
68. ☐ Training Trainers
69. ☐ Trustees
70. ☐ Unionization
71. ☐ User Orientation & Education
72. ☐ Young Adults, Materials & Services for

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*Data base funding from 15 state agencies: Arkansas, Florida, Idaho, Illinois, Maryland, New Hampshire, New York, North Carolina, Ohio, Oregon, Pennsylvania, Vermont, Virginia, Washington, and Wisconsin.

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. (100) State(s) where course/program will be held: ____________

. (101) City where course/program will be held: ____________

. (102) Title of course/program/module/package ____________

. FOR: (target audience and maximum number to be accepted-in parentheses)*Please check all that apply.

(103) ☐ Clericals ( )
(104) ☐ Librarians with MLS or more ( )
(105) ☐ Library Technicians ( )
(106) ☐ Operating Librarians without MLS ( )
(107) ☐ Paraprofessionals ( )
(108) ☐ Administrators ( )
(109) ☐ Middle Managers ( )
(110) ☐ Library Users ( )
(111) ☐ Trustees ( )
(112) ☐ Technical Information Specialists ( )
('13) ☐ Information Science Specialists ( )
(114) ☐ Media Specialists ( )
(115) ☐ Other-please specify____________ ( )
(116) ☐ No target ( )

Are special groups recruited?

(117) ☐ Blacks ( )
(118) ☐ Spanish surnamed ( )
(119) ☐ Native Americans ( )
(120) ☐ Handicapped ( )
(121) ☐ Other-please specify____________ ( )

. SPONSOR(S):

a. Primary Sponsor:
(122) Name of institution or organization (including department or division) sponsoring course:
____
(123) Address: ____________
Street City State Zip
Phone:(area code)______(number) ________
b. Co-Sponsor (if any) (Name only)
(124) Name: ____________

. AT: (Institution and/or Location, e.g., hotel, agency, etc., of course, if other than above)
(125) Name: ____________
(126) Where given (building, room, etc.): ____________
(127) City where course/program offered:
____
Street City State Zip

. MODE of course/program (Please check one in each section)*

a. (128) ☐ Continuous (e.g., 6 hours daily for 5 consecutive days)
(129) ☐ Intermittent (e.g., one day a week for 10 weeks)
(130) ☐ Once only (no plans to repeat course)
(131) ☐ Circuit (given by developers at several locations; append list of cities and dates offered in each)
(132) ☐ Offered on a regular basis each year
(133) ☐ On demand (transportable courses, programs or labs, which are already developed and available for local groups to use, including standardized syllabi, etc., which can be used "on demand" by a local group with or without instructors.)

b. (134) ☐ Cassettes/Tapes
(135) ☐ Classroom Presentation
(136) ☐ Clinic
(137) ☐ Home Study or Home Study/Group Study
(138) ☐ Independent Study (e.g., knowledge packages, programmed learning, etc.)
(139) ☐ Institute
(140) ☐ Internship/Practicum
(141) ☐ Scholar in Residence Program
(142) ☐ Seminar
(143) ☐ Television or Television/Classroom
(144) ☐ Tutorial
(145) ☐ Workshop
(146) ☐ Other (if course or program is not in any of above categories, please specify how it differs)____________
____

. TIME: (Duration)

a. (147) Number of days covered by program: ____________
b. (148) Span of time: from __________ to __________ (149) From: __________ to __________
month/day/year month/day/year month/day/year month/day/year
(150) From: __________ to __________ (Use additional spaces if course/program is to be repeated between
month/day/year month/day/year 5/1/76 and 4/31/77)
c. (151) Number of hours of instruction(contact hours)________
(152) Approximate hours of student preparation time____________
(153) Total hours (including field experience, outside activities, etc.)____________
d. Participants meet: (154) ☐ Daily (155) ☐ Weekly (156) ☐ Bi-Weekly
(157) ☐ Monthly (158) ☐ Bi-Monthly (159) ☐ Other________
(160) Number of times course/program has been presented to date: ____________
e. (161) Application deadline ____________

*See attachment for some definitions.

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6. SUPPORTIVE METHODS (check as many as apply)
(162) ☐ Audio tapes or cassettes
(163) ☐ Case study materials
(164) ☐ Computer-assisted instruction
(165) ☐ Discussions
(166) ☐ Diagnostic tests
(167) ☐ Field experience
(168) ☐ Films
(169) ☐ Games
(170) ☐ Laboratory work
(171) ☐ Lectures
(172) ☐ Open questions
(173) ☐ On-site visits
(174) ☐ Overhead projection
(175) ☐ Panel presentations
(176) ☐ Personalized System of Instruction (PSI)
(177) ☐ Picture Boards
(178) ☐ Programmed instruction(self-teaching device
(179) ☐ Problem sets and exercises
(180) ☐ Radio
(181) ☐ Reading materials
(182) ☐ Role-playing exercises
(183) ☐ Simulation methods
(184) ☐ Slides/filmstrips
(185) ☐ Team teaching
(186) ☐ Telephone (conference calls)
(187) ☐ TV or video tapes
(188) ☐ Other (please Specify):____________

7. CREDIT (please check type, plus number of credits in parentheses):
(189) ☐ Audit ( )
(190) ☐ Continuing Education Units ( )
(191) ☐ Graduate credit ( )
(192) ☐ Undergraduate credit ( )
(193) ☐ Credit toward Post-MLS Certificate ( )
(194) ☐ No credit
(194a) ☐ No credit option

8. RECOGNITION given for completion (other than credit):
(195) ☐ Grade
(196) ☐ Certificate
(197) ☐ Letter
(198) ☐ Public Acknowledgement (press releases, newsletters, banquets, etc.)
(199) ☐ None
(200) ☐ Other(please specify):____________

9. LEVEL (Please check one):
(201) ☐ Basic or beginner
(202) ☐ Intermediate
(203) ☐ Advanced
(204) ☐ Other (Please specify):____________

10. FEES:
(205) ☐ Tuition____________
(206) ☐ Board____________
(207) ☐ Other Fees____________
(208) ☐ Total____________
(209) ☐ None

Living accommodations available on campus? (210) ☐ Yes (211) ☐ No
(212) ☐ Single (213) ☐ Couples (214) ☐ Mandatory

11. ENTRANCE REQUIREMENTS:
(215) ☐ None
(216) ☐ MLS Degree
(217) ☐ BA,BS Degree
(218) ☐ AA,AS Degree
(219) ☐ Certain pre-requisite courses (list):____________
(220) ☐ ________(no.) years of experience in library and information science field
(221) ☐ Certain types of work experience(specify):____________
(222) ☐ Other (please specify):____________

12. PREPARATION for program:
(223) ☐ Readings prior to program
(224) ☐ Materials to be brought
(225) ☐ Pre-test
(226) ☐ Other (please specify):____________
(226a) ☐ None

13. TEACHER/LEADER: Name ____________ Position ____________
(227)Institution____________ Location ____________ Phone ____________

14. DESCRIPTIVE MATERIALS on program available.
(228) ☐ Articles
(229) ☐ Brochure
(230) ☐ Catalog
(231) ☐ Syllabus
(232) ☐ None
(233) ☐ Other (please specify):____________

Please send samples of all available materials.

15. EVALUATION:
(234) ☐ By participants
(235) ☐ By an expert
(236) ☐ By panel of experts
(237) ☐ Internal system of evaluation
(238) ☐ External system of evaluation
(239) ☐ Other(please specify):____________
(240) ☐ No evaluation

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6. PERSONS TO CONTACT for more information (including registration materials):
(241) Name:________________________________
(242) Address (if different from sponsor's):________________________
Street

____
City State Zip
(243) Telephone:____________________

7. Are there any type of JOB PLACEMENT SERVICES available to those who complete the program? (244) yes [ ] (245) no [ ]

8. SPECIAL MATERIALS or equipment needed for the program:____________________
(246) [ ] Supplied by sponsor (247) [ ] Supplied by participant (248) [ ] None needed

9. OBJECTIVES: Please state in terms of learning objectives, e.g., a general goal statement and a list of specific objectives that indicate what the participant will be able to do after completing the program. Limit of 100 words. (This is a particularly significant element as it is probably the single most important factor in determining individual registration and in aiding curriculum planners in avoidance of duplication of opportunities already in the field. For example, a possible wording for a course in systems analysis might be: Upon successful completion of this course (or program or module, etc.) participants are expected to be able to:
-- analyze libraries as systems with interrelated subsystems
-- analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
-- describe the entire systems development process with emphasis on the analytical phase of it
-- conduct a practical but limited systems study)

ACKGROUND INFORMATION (about responding organization)

ame of person completing questionnaire:____________________
itle:____________________
ame of organization for which you are completing questionnaire:____________________
____________________ Telephone:____________________
oes your organization have one specific person or group that has special responsibility in the area of ontinuing education? ( ) Yes ( ) No
f YES, what is the title of this person or group?____________________
hat is the name of this person or group?____________________
ave you completed a questionnaire for each course/program you offer? ( ) Yes ( ) No

f you need more data sheets to list all your continuing education courses/programs, you may duplicate this form, or write CLENE for more copies. Thank you very much for providing us the opportunity to list your courses and programs; you have elped us and the entire profession!

lease return to:

NE, Box 1228, 620 Michigan Avenue, N.E., Washington, D.C., 20064

BEFORE: November 15, 1976